

CFF Grants Management System

"How To" User Guide for Active Awards - March 2023

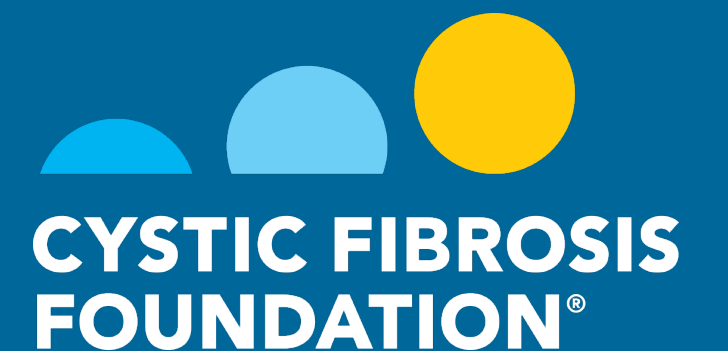


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How to Log In:

Go to the URL <https://awards.cff.org/> to access the Grants Management System

The screenshot shows the login interface for the Grants Management System. At the top left is the Cystic Fibrosis Foundation logo. The main heading is "Login". Below it are two input fields: "Email" with an envelope icon and "Password" with a key icon. A blue "Login" button is positioned below the password field. To the right of the password field is a link for "Forgot Password?". Below the login section is a "New to the System?" section with a "Register Here" button. On the right side of the page, there is a "Welcome to the Cystic Fibrosis Foundation" section with a paragraph of text and an "About the Cystic Fibrosis Foundation" section with another paragraph and a "click here" link.

Log-in notifications will be sent from the Grants Management System. Please use the email address that you received the Log-in Notification from to log into the system.

If this is your first time logging in or if you have forgotten your password, please use the **Forgot Password** link.

If you never received a log-in notification email and you have never accessed the system, please use the **Register Here** link.

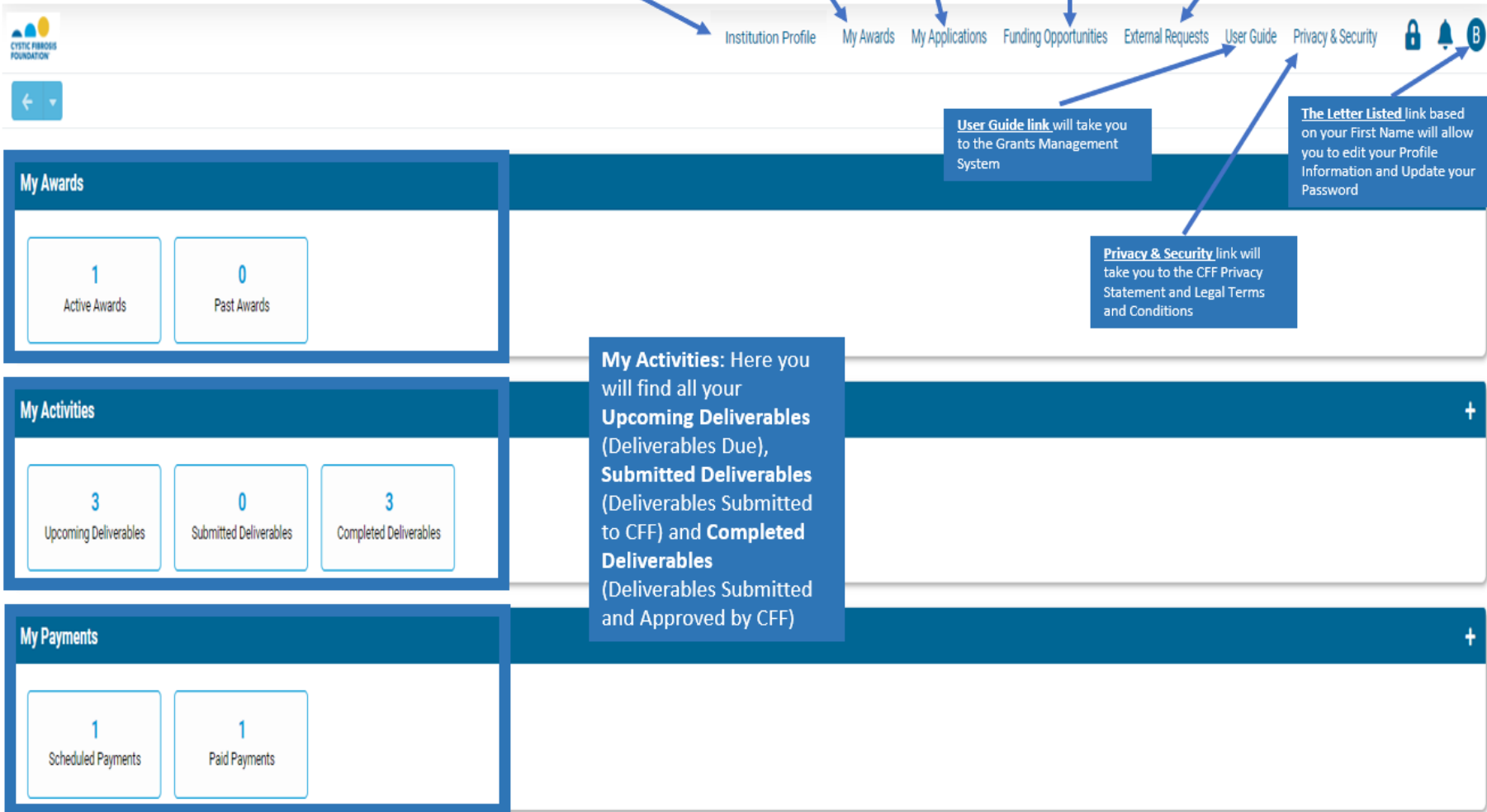
Welcome to the Cystic Fibrosis Foundation

The CF Foundation is the world's leader in the search for a cure for cystic fibrosis, and nearly every CF-specific drug available today was made possible with our financial support. We are a donor-funded, 501(c)(3) nonprofit that is fully accredited by the Better Business Bureau's (BBB) Wise Giving Alliance program.

About the Cystic Fibrosis Foundation

The CF Foundation is the world's leader in the search for a cure for cystic fibrosis, and nearly every CF-specific drug available today was made possible with our financial support. The mission of the Cystic Fibrosis Foundation is to cure cystic fibrosis and to provide all people with the disease the opportunity to lead full, productive lives by funding research and drug development, promoting individualized treatment and ensuring access to high-quality, specialized care. To learn more about us [click here](#).

How to Navigate the Main Page:

My Awards: Here you will find all your associated CFF Active Awards (Current) and CFF Past Awards (Completed). You will find all your specific award details in these modules.

My Awards	
1 Active Awards	0 Past Awards

My Activities: Here you will find all your **Upcoming Deliverables** (Deliverables Due), **Submitted Deliverables** (Deliverables Submitted to CFF) and **Completed Deliverables** (Deliverables Submitted and Approved by CFF)

My Activities		
3 Upcoming Deliverables	0 Submitted Deliverables	3 Completed Deliverables

My Payments: Here you will find all your Scheduled Payments (Contingent OR Scheduled) and Paid Payments (Payments Paid)

My Payments	
1 Scheduled Payments	1 Paid Payments



Contact Definitions:

Principal Investigator (PI)/ Director: Individuals with full access to their application, award, deliverables, and payments. Only the Principal Investigator can add individuals (contacts) to the application/award and is the only one with the ability to grant Budget Access to other members of the team (contacts). The Principal Investigator must approve the Estimated Budget and the Report of Expenditures deliverables prior to submission. The Principal Investigator is responsible for their application and funded award, through the management of contracts, deliverables, and payment information.

Authorized Institutional Official (AIO): Individual with read-only access to the full application and award, and is required to electronically approve all applications, award letters and annual progress reports through the Adobe Sign process. The Adobe Sign process is completed through their associated email address, not in the Grants Management System. Individual responsible for the oversight of all awards issued to their institution. Only the AIO has the authority to legally obligate the institution to the terms and conditions of award and person to whom the application and award letter will be submitted for signature.

Financial Officer: Individual with access to review and edit all financial documents associated with the application and award; and is required to sign all Post-award financial documents (Estimated Budget and Report of Expenditures) in the system prior to submission to CFF. The Financial Officer is not required to sign off the application budget.

Pre-award Contact: Individual with full access to the application and supporting documents, with the exception of the budget. The PI must provide permission online by granting Budget Access for the Pre-Award Contact to access and work on the budget.

Post-award Contact: Individual with full access to the award, deliverables, and payment information. The PI must provide permission online by granting Budget Access for the Post-Award Contact to access and work on the Estimated Budget and Report of Expenditures.

Grants Officer: Individual with full access to the application and supporting documents, award, deliverables, and payment information. The PI must provide permission online by granting Budget Access for the Grants Officer to access and work on the Estimated Budget and Report of Expenditures.

Administrative Contact: Individual with full access to the award, deliverables, and payment information. The PI must provide permission online by granting Budget Access for the Grants Officer to access and work on the Estimated Budget and Report of Expenditures.



Coordinator: Individual with full access to the award, deliverables, and payment information. The PI must provide permission online by granting Budget Access for the Coordinator to access and work on the Estimated Budget and Report of Expenditures.

Mentor: Individual with access to review the full application of a Fellow but cannot submit the application on their behalf. The Mentor does not have access to the funded award.

Co-Investigator/ Co-Director: Individuals who do not have access to the application but is considered in review for conflicts of interest. The Co-Investigator/ Co-Director has full access to the award, deliverables, and payment information. The PI must provide permission online by granting Budget Access for the Co-Investigator to access and work on the Estimated Budget and the Report of Expenditures.

Collaborator: Individual who collaborates with the PI and has effort on the project but is not associated with the project institution. The Collaborator does not have access to the funded award.

Subcontractor: Individual who approves the subcontractor budget for the application. The Subcontractor does not have access to the application or award. The Subcontractor approves of the application budget through the External Requests tab.

Community Representative: Individual who is part of the CF Community and may serve on review committees.

Reviewer: Individual who serves on a review committee and provides scores of applications.



How to Add Contacts

Please Note: Only the Principal Investigator can add individuals (contacts) to the application/award and is the only one with the ability to grant Budget Access to other members of the team (contacts). If you need access to view an award and all payments/deliverables associate with that award, **please contact the Principal Investigator of the award to request access.**

1. To add contacts to an award, the **Principal Investigator** of the award should go to their **My Awards** homepage and click on the **Active Awards** tile under the **My Awards** module.

A screenshot of the "My Awards" module in the CF Foundation system. The interface is clean and organized into several sections. At the top, there's a navigation bar with the user's name "Bruce Wayne" and various menu items like "My Awards", "My Applications", "Funding Opportunities", etc. The main content area is divided into several modules, each with a blue header and a white body. The "My Awards" module is the first one, showing two tiles: "Active Awards" with a count of 1 and "Past Awards" with a count of 0. A black box highlights the "Active Awards" tile, and a black arrow points from it towards the "Past Awards" tile. Below this are "My Activities" (9 Upcoming, 0 Submitted, 3 Completed Deliverables), "My Payments and CFF Required Refunds" (5 Contingent, 0 Scheduled, 1 Paid Payments, 0 CFF Required Refunds), and "My No Cost Extension (NCE)" (1 Request NCE, 0 Pending NCE, 0 Under Review NCE, 1 Completed NCE). The final module is "Active Mentor Awards" (0 Active Mentor Awards).

You are viewing the system as Bruce Wayne

My Awards My Applications Funding Opportunities External Requests User Guide Privacy & Security

My Awards

1 Active Awards 0 Past 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)

1 Request NCE 0 Pending NCE 0 Under Review NCE 1 Completed NCE

Active Mentor Awards

If you are a Mentor on an award with the CF Foundation, those awards will be displayed here.

0 Active Mentor Awards



2. The **Principal Investigator** should next click on the **Active Award** that the contact requires access too.

PLEASE NOTE: Contacts must be added to each individual award.

*For Care Center awards, contacts would need to be added for every fiscal year awarded.

Award	Institution	Award Type	Principal Investigator	Project Period	Award Amount
00192CC319	CFF Hospital Foundation	Care Centers	Bruce Wayne	-	\$43,000.00

3. On the Award Profile Page, the **Principal Investigator** should click on the **CONTACTS** tab to add contact to the award.

00286219 - Wayne

Status: Active

Institution: CFF Hospital Foundation

Submitted Date:

Funding Decision:

LOI Application Full Print:

Full Application:

Signed Application Upload:

Principal Investigator: Bruce Wayne

RFA Name: TEST CF Care Center 2019

Application Full Print:

GENERAL CONTACT PROFILE INSTITUTION **CONTACTS** ABSTRACTS/RELEVANCE BUDGET FULL APPLICATION UPLOADS

Project Period Start: 07/01/2019 Project Period End: 06/30/2020



- Under the **CONTACTS** tab, the **Principal Investigator** will be able to add a contact by clicking into the look-up field below each contact role. By clicking on the look-up field, all contacts associated with the **Principal Investigator's Institution AND that are associated with the contact role** will display. To add the contact, the **Principal Investigator** should click on the contact that displays in the look-up field.

A screenshot of a web application interface. At the top, there is a navigation menu with tabs: GENERAL, CONTACT PROFILE, INSTITUTION, CONTACTS (highlighted with a black box), ABSTRACTS/RELEVANCE, BUDGET, and FULL APPLICATION UPLOADS. Below the menu, there are several sections for adding contacts. The first section is titled "* Authorized Institution Official" and contains a text box with a description and a dropdown menu labeled "Select One" which is highlighted with a black box and an arrow pointing to it. Below this is a section for "Additional Authorized Institution Official(s)" with a search box. The next section is "* Grant Officer" with a search box. The following section is "* Financial Officer" with a dropdown menu labeled "Select One". Below these are sections for "Pre-award Contact" and "Post-award Contact", each with a search box. At the bottom left, there is a "BACK" button, and at the bottom right, there is a "Save My Work" button.

PLEASE NOTE: If the contact does not appear in the look-up field, the contact must register themselves to the system by submitting a request through the <https://awards.cff.org/> log-in page and clicking on the **Register Here** button.



- When the contact is selected, the **Principal Investigator** will need to click on the **Save My Work** button at the bottom of the Award Profile Page. Once saved, the contact will have access to the Award on the system.

Please refer to the Contact Definitions guide (Page 5) to view all the permissions each contact role has in the system.

A screenshot of a web application interface showing the 'CONTACTS' tab. The interface includes a navigation bar with tabs: GENERAL, CONTACT PROFILE, INSTITUTION, CONTACTS (highlighted with a black box), ABSTRACTS/RELEVANCE, BUDGET, and FULL APPLICATION UPLOADS. Below the navigation bar, there are sections for 'Financial Officer', 'Pre-award Contact', and 'Subcontractor(s)'. The 'Financial Officer' section has a dropdown menu with 'Cat Woman' selected (highlighted with a black box). The 'Pre-award Contact' section has a 'Search and select' input field. The 'Subcontractor(s)' section has a blue bar with the text 'Subcontractors'. At the bottom of the page, there is a 'Save My Work' button (highlighted with a black box) and a large black arrow pointing down to it. The text 'Add Collaborators and Consultants' is visible above the 'Save My Work' button.



How to Accept an Award Letter (Principal Investigator):

1. Log into <https://awards.cff.org/>
2. On the My Awards Dashboard, Click on Upcoming Payments under My Activities

The screenshot shows the 'My Awards' dashboard. At the top, there are navigation links: My Awards, My Applications, Funding Opportunities, External Requests, User Guide, and Privacy & Security. Below this, there are three main sections: 'My Awards' with 1 Active Awards and 0 Past Awards; 'My Activities' with 6 Upcoming Deliverables, 0 Submitted Deliverables, and 2 Completed Deliverables; and 'My Payments' with 1 Scheduled Payments and 1 Paid Payments. A blue arrow points to the 'Upcoming Deliverables' tab in the 'My Activities' section.

3. On the Upcoming Deliverables tab, you can find the Award Letter deliverable in "Pending" status. Click on the Award Letter deliverable.

The screenshot shows the 'Upcoming Deliverables' table. The table has columns for #, Award ID, Award Number, Deliverable, Deadline, Status, Award Period, and Description. The row for the 'Award Letter' is highlighted with a blue box and a blue arrow pointing to it.

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	CC500	002150319	Revised Budget	04/13/2021	Pending	05/01/2021 - 04/30/2022	
2	CC500	000192CC319	IRB Approval Letter	08/01/2021	Pending	08/01/2021 - 07/31/2021	
3	CC500	000192CC319	Other Deliverable	08/01/2021	Pending	08/01/2021 - 07/31/2022	Final Scientific Report
4	CC500	000192CC319	Award Letter	09/04/2021	Pending	07/01/2019 - 06/30/2020	

4. Enter your Authorized Institutional Official and Additional Administrative Contact information on the Award Letter page. **PLEASE NOTE:** You must first associate the contact with your award before adding them to your Award Letter (for instructions, see "How to Add Contacts").



5. By clicking the **View/Save** button, you can view your Award Letter. To authorize the Award Letter, review the Acceptance Statement of the Principal Investigator, check off the box next to the statement and click Submit. The Award Letter will move to **"Pending Signature"** status. This means that Adobe Sign will automatically route the Award Letter to the Authorized Institutional Official's email address. The Adobe Sign email will request the Authorized Institutional Official's e-signature. When the Authorized Institutional Official provides their e-signature, the Award Letter will automatically route back to the Grants Management System and the status will move to **"Submitted"**. The status will move to **"Completed"** once approved by the CFF Grants Team.

The screenshot shows the 'Pending' status of an award letter. The interface includes a navigation bar with links for 'My Awards', 'My Applications', 'Funding Opportunities', 'External Requests', 'User Guide', and 'Privacy & Security'. The main content area displays the following information:

- Status: Pending
- * Scheduled Date: 09/04/2021
- * Activity Owner: Bruce Wayne
- Revised Award Letter: Award Letter: **View / Save**
- Award Period Start: 07/01/2019
- Award Period End: 06/30/2020
- Date Issued: 08/05/2021
- * Authorized Institution Official: Clark Kent (selected)
- * Additional Administrative Contact: Lois Lane (selected)
- Signed Award Letter: (empty)
- * Principal Investigator's Acceptance Statement: I accept responsibility for the scientific 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 Terms and Conditions Governing CF Center Accreditation and CF Center Awards From the Cystic Fibrosis Foundation, dated July 1, 2018, for this award and further certify that I have no conflicts or duplicative funding.

At the bottom of the form, there are two buttons: 'Save My Work' and 'Submit'. A blue arrow points to the 'Submit' button.

The screenshot shows the 'Pending Signature' status of an award letter. The interface includes the same navigation bar as the previous screenshot. The main content area displays the following information:

- Activity Type: Award Letter
- Status: Pending Signature
- * Scheduled Date: 09/04/2021
- * Activity Owner: Bruce Wayne
- Revised Award Letter: Award Letter: **View / Save**
- Award Period Start: 07/01/2019
- Award Period End: 06/30/2020
- Date Issued: 08/05/2021
- * Authorized Institution Official: Clark Kent
- * Additional Administrative Contact: Lois Lane
- Signed Award Letter: **Upload**
- * Principal Investigator's Acceptance Statement: I accept responsibility for the scientific 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 Terms and Conditions Governing CF Center Accreditation and CF Center Awards From the Cystic Fibrosis Foundation, dated July 1, 2018, for this award and further certify that I have no conflicts or duplicative funding.



How to Upload Deliverables – Regulatory Approvals:

1. Log into <https://awards.cff.org/>
2. On the My Awards Dashboard, Click on **Upcoming Deliverables** under **My Activities**

The screenshot shows the 'My Awards' dashboard. At the top, there is a navigation bar with 'My Awards' highlighted. Below this, there are three main sections: 'My Awards', 'My Activities', and 'My Payments'. In the 'My Awards' section, there are two boxes: '1 Active Awards' and '0 Past Awards'. In the 'My Activities' section, there are three boxes: '6 Upcoming Deliverables' (highlighted with a blue box), '0 Submitted Deliverables', and '2 Completed Deliverables'. A blue arrow points from the 'Upcoming Deliverables' box to the 'Submitted Deliverables' box. In the 'My Payments' section, there are two boxes: '1 Scheduled Payments' and '1 Paid Payments'.

3. On the **Upcoming Deliverables** tab, you can find the **Regulatory Approval** (IRB Approval Letter, IACUC Approval Letter, rDNA Approval Letter or IBC Approval Letter) deliverable in “**Pending**” status. Click on the **Regulatory Approval** deliverable.

The screenshot shows the 'Upcoming Deliverables' table. The table has the following columns: #, Award ID, Award Number, Deliverable, Deadline, Status, Award Period, and Description. The table contains four rows of data. The third row is highlighted with a blue box.


#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	CC500	002150319	Revised Budget	04/13/2021	Pending	05/01/2021 - 04/30/2022	
2	CC500	000192CC319	Award Letter	05/27/2021	Pending Signature	07/01/2019 - 06/30/2020	
3	CC500	000192CC319	IRB Approval Letter	08/01/2021	Pending	08/01/2021 - 07/31/2021	
4	CC500	000192CC319	Other Deliverable	08/01/2021	Pending	08/01/2021 - 07/31/2022	Final Scientific Report

CC500 - Regulatory Approvals

Activity Type: Regulatory Approvals

Status: Pending

* Scheduled Date: 08/01/2021

* Activity Owner: Bruce Wayne 

Award Period Start: 08/01/2021

Award Period End: 07/31/2021

Type of Approval: IRB Approval Letter

* Is this project exempt from this approval?: Yes No

* Valid From: 08/01/2021 

* Valid Until: 07/31/2022 

* Approval

Please upload a copy of the approval document.



Click to upload (drag & drop) copy of Institutional Approval Letter or Notification of Exemption. All files must be in PDF Format

 Save My Work

 Submit

Click **Submit** to submit the deliverable for CFF review and approval

Type of Approval: Institutional Approval Letter Requested for Upload

If approval is exempt for this project, select **Yes** and **Upload** the Institutional Exempt Letter

If approval is not exempt for this project, select **No**, Enter the **Valid From** and **Valid Until** Dates and **Upload** the Institutional Approval Letter



How to Upload Deliverables – Other Deliverable (Final Scientific Report and Final Report of Expenditures) - Activated Awards

1. Log into <https://awards.cff.org/>
2. On the My Awards Dashboard, Click on **Upcoming Deliverables** under **My Activities**

My Awards

1 Active Awards 0 Past Awards

My Activities

6 Upcoming Deliverables 0 Submitted Deliverables 2 Completed Deliverables

My Payments

1 Scheduled Payments 1 Paid Payments

3. On the **Upcoming Deliverables** tab, you can find the **Other Deliverable** listed in “**Pending**” status. The requested deliverable will have the **Description** listed on the far right. Click on **Other Deliverable**. ***Please note:** All Activated Awards will have the Final Scientific Report and Final Report of Expenditures requested under **Other Deliverable**.


Upcoming Deliverables

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	CC500	002150319	Revised Budget	04/13/2021	Pending	05/01/2021 - 04/30/2022	
2	CC500	000192CC319	Award Letter	05/27/2021	Pending Signature	07/01/2019 - 06/30/2020	
3	CC500	000192CC319	IRB Approval Letter	08/01/2021	Pending	08/01/2021 - 07/31/2021	
4	CC500	000192CC319	Other Deliverable	08/01/2021	Pending	08/01/2021 - 07/31/2022	Final Scientific Report

Activity Type: Other Deliverable

Status: Pending

* Scheduled Date: 08/01/2021

* Activity Owner: Bruce Wayne 

Award Period Start: 08/01/2021

Award Period End: 07/31/2022

* Description of Deliverable

This information will be visible to the applicant.

The Description of the Deliverable requested will be listed here

Final Scientific Report

Required Documentation

Click to upload (drag & drop) copy of the requested deliverable



Comments

Click **Submit** to submit requested deliverable for CFF review and approval

Save My Work

Submit

***Please note:** You may find all of our Reporting Forms for CF Foundation Awards at [Reporting Forms for CF Foundation Awards](#)



How to Grant Budget Access (Principal Investigator):

The **Estimated Budget** and the **Report of Expenditures** details and entry are accessible only to the **Principal Investigator** and the **Financial Officer** Contact. By completing the following steps, the **Principal Investigator** may grant Budget Access to contacts associated to their award for both financial reports.

1. Log into <https://awards.cff.org/>
2. Click on **Upcoming Deliverables** under **My Activities**


The screenshot shows the user interface of the awards.cff.org portal. The top navigation bar includes 'My Awards', 'My Applications', 'Funding Opportunities', 'External Requests', 'User Guide', and 'Privacy & Security'. The 'My Awards' section shows 1 Active Award and 0 Past Awards. The 'My Activities' section is highlighted, showing 6 Upcoming Deliverables, 0 Submitted Deliverables, and 2 Completed Deliverables. The 'My Payments' section shows 1 Scheduled Payment and 1 Paid Payment.

3. To grant Budget Access to an associated contact, select the financial deliverable (**Estimated Budget (Care Centers)** or **Report of Expenditures**).

The screenshot shows the 'Upcoming Deliverables' table. The table has columns for #, Award ID, Award Number, Deliverable, Deadline, Status, Award Period, and Description. The first row is highlighted with a blue box and an arrow pointing to it.

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	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	
3	CC500	000192CC319	IRB Approval Letter	08/01/2021	Pending	08/01/2021 - 07/31/2021	
4	CC500	000192CC319	Other Deliverable	08/01/2021	Pending	08/01/2021 - 07/31/2022	Final Scientific Report
5	CC500	000192CC319	Award Letter	09/04/2021	Pending	07/01/2019 - 06/30/2020	

- Begin typing the Contact name in the search box located on the bottom left side of the page. Make the Contact selection from the drop-down list and then click on **Save My Work**. The Contact that was selected will now be able to view/edit the budget. **PLEASE NOTE:** You will not be able to search for a Contact under **Budget Access** if the Contact has not been added to your Award Contacts. The Contact must be added to the Award with the same Project Period as the financial deliverable. Please see “How to Add Contacts” guide for further information.


My Award

←

000192CC319 - Report of Expenditures

Activity Type: Report of Expenditures

Status: In Progress

*** Activity Owner:** Bruce Wayne [🔗](#)

CFF Award Number:	CC500	Report Date:
Center Number:	500	Principal Investigator:
Program Number:	500	Institution Name:
Award Amount:	\$44,685.00	Budget Period:

Award Period Start: 07/01/2019

Award Period End: 06/30/2020

Budget Actuals: 🔗 Enter Budget Actuals

Budget PDF: 🖨 Print

Budget Actuals PDF: 🖨 Print

Balance: \$10,000.00

Prepared By: Bruce Wayne

Budget Access

Budget and report of expenditure details can only be viewed by the Principal Investigator, CF Center Director [for care center grants] and Financial/Grant Officer. If they must first be added as a contact on the award. Multiple contacts can be selected.

✕

Save My Work



How to Enter in Financial Reports:

1. 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 Principal Investigator has added you as a contact to their award (For more information, see refer to “How to Add Contacts”)

The screenshot shows the 'My Awards' dashboard. At the top, there are navigation links: My Awards (highlighted), My Applications, Funding Opportunities, External Requests, User Guide, and Privacy & Security. Below the navigation, there are three main sections: 'My Awards' with 1 Active Award and 0 Past Awards; 'My Activities' with 6 Upcoming Deliverables (highlighted), 0 Submitted Deliverables, and 2 Completed Deliverables; and 'My Payments' with 1 Scheduled Payment and 1 Paid Payment. A blue arrow points from the 'Upcoming Deliverables' button to the next screenshot.

2. The Upcoming Deliverables page lists all outstanding deliverables for a given award. To begin, click on either the **Estimated Budget (Care Centers Awards Only)** or the **Report of Expenditures**. **PLEASE NOTE:** For Care Center Awards, 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**.

The screenshot shows the 'Upcoming Deliverables' table. The table has the following columns: #, Award ID, Award Number, Deliverable, Deadline, Status, Award Period, and Description. The table contains 6 rows of data. The first row is highlighted with a blue border.

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	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	
3	CC500	000192CC319	IRB Approval Letter	08/01/2021	Pending	08/01/2021 - 07/31/2021	
4	CC500	000192CC319	Other Deliverable	08/01/2021	Pending	08/01/2021 - 07/31/2022	Final Scientific Report
5	CC500	000192CC319	Estimated Budget	09/04/2021	Pending	07/01/2019 - 06/30/2020	
6	CC500	000192CC319	Award Letter	09/04/2021	Pending	07/01/2019 - 06/30/2020	



3. On the **Estimated Budget (Care Centers)** 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**”.

000192CC319 - Report of Expenditures

Activity Type: Report of Expenditures

Status: Pending * Scheduled Date: 09/24/2020

* Activity Owner: Bruce Wayne

CFF Award Number:	CC500	Report Date:	08/05/2021		
Center Number:	500	Principal Investigator:	Bruce Wayne		
Program Number:	500	Institution Name:	CFF Hospital Foundation		
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 Access

Budget and report of expenditure details can only be viewed by the Principal Investigator, CF Center Director [for care center grants] and Financial/Grants Officer. If any other contacts should have the ability to view and enter budget or report of expenditure details enter their name below and select them from the resulting list. If the contact does not appear they must first be added as a contact on the award. Multiple contacts can be selected.

Clark Kent

[Save My Work](#) [Begin Preparation](#) ←



4. When the **Estimated Budget (Care Centers)** 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”).

000192CC319 - Report of Expenditures

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
Program Number:	500	Institution Name:	CFF Hospital Foundation
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 Actuals: Enter Budget Actuals

Budget PDF:

Budget Actuals PDF:

Balance: \$38,052.50

Prepared By: Bruce Wayne

Budget Access

Budget and report of expenditure details can only be viewed by the Principal Investigator, CF Center Director [for care center grants] and Financial/Grants Officer. If any other contacts should have the ability to view and enter budget or report of expenditure details enter their name below and select them from the resulting list. If the contact does not appear they must first be added as a contact on the award. Multiple contacts can be selected.

Search and select



5. **Report of Expenditures Only:** 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.

000192CC319 - Report of Expenditures

Activity Type: Report of Expenditures
Status: "In Progress" * Scheduled Date: 09/24/2020
Activity Owner: Bruce Wayne

CFF Award Number:	CC500	Report Date:	08/05/2021
Center Number:	500	Principal Investigator:	Bruce Wayne
Program Number:	500	Institution Name:	CFF Hospital Foundation
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](#)
Budget Actuals PDF: [Print](#)
Balance: \$10,000.00
Prepared By: Bruce Wayne

Budget Access

Budget and report of expenditure details can only be viewed by the Principal Investigator, CF Center Director [for care center grants] and Financial/Grants Officer. If any other contacts should have the ability to view and enter budget or report of expenditure details enter their name below and select them from the resulting list. If the contact does not appear they must first be added as a contact on the award. Multiple contacts can be selected.

Clark Kent

If balance remaining, select one
 Carry-Over Refund Check Payment/Award Reduction

000192CC319 - Report of Expenditures

CF Center Request for Carry-Over

Period Carried From: 07/01/2019 to 06/30/2020
Period Carried To: 07/01/2020 to 06/30/2021
Carry Over Balance: \$10,000.00

Carry Over Amount Requested: \$10,000.00

* Reason for un-expended funds
Enter Reason for Carry Over Here

* Proposed future use for un-expended funds
Enter Proposed future use for Carry Over Here

* If the total Balance exceeds the Balance allowed for carry-over, select one
 Refund Check Payment/Award Reduction

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.
Clark Kent
[Add Financial Officer](#)

[Save My Work](#) [Update Budget Actuals](#) [Submit](#)



6. Once the Budget has been entered and submitted, the status of the **Estimated Budget (Care Centers)** or **Report of Expenditures** will go to **“Pending PI Acceptance”**. The Principal Investigator must log in, click on **Upcoming Deliverables**, and select either the **Estimated Budget (Care Centers)** or **Report of Expenditures** that has the status **“Pending PI Acceptance”**. On the **Estimated Budget (Care Centers)** or **Report of Expenditures** page, the Principal Investigator can review the budget and make any edits. If the Principal Investigator wants to request any revisions from their administration team, the Principal Investigator can select **Push Back** and the status of the Financial Report will revert back to **“Pending”**. Once the Financial Report is complete, the Principal Investigator will submit the budget to the Financial Officer by clicking on **Submit to Financial Officer**.

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	CC500	000192CC319	Report of Expenditures	09/24/2020	Pending PI Acceptance	07/01/2019 - 06/30/2020	
2	CC500	002150319	Revised Budget	04/13/2021	Pending	05/01/2021 - 04/30/2022	
3	CC500	000192CC319	IRB Approval Letter	08/01/2021	Pending	08/01/2021 - 07/31/2021	
4	CC500	000192CC319	Other Deliverable	08/01/2021	Pending	08/01/2021 - 07/31/2022	Final Scientific Report

Activity Type: Report of Expenditures
Status: Pending PI Acceptance
Activity Owner: Bruce Wayne
Scheduled Date: 09/24/2020

CFF Award Number:	CC500	Report Date:	08/05/2021
Center Number:	500	Principal Investigator:	Bruce Wayne
Program Number:	500	Institution Name:	CFF Hospital Foundation
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
Balance: \$10,000.00
Prepared By: Bruce Wayne

Budget Access

Budget and report of expenditure details can only be viewed by the Principal Investigator, CF Center Director [for care center grants] and Financial/Grants Officer. If any other contacts should have the ability to view and enter budget or report of expenditure details enter their name below and select them from the resulting list. If the contact does not appear they must first be added as a contact on the award. Multiple contacts can be selected.

Clark Kent

If balance remaining, select one
 Carry-Over Refund Check Payment/Award Reduction

CF Center Request for Carry-Over

Save My Work Push Back Submit to Financial Officer



7. The **Estimated Budget (Care Centers)** or **Report of Expenditures** will now be in “**Pending Financial Officer Acceptance**” status. The **Financial Officer** will need to log in, click on **Upcoming Deliverables**, and select the **Estimated Budget (Care Centers)** or **Report of Expenditures** that has the status “**Pending Financial Officer Acceptance**”. On the **Estimated Budget (Care Centers)** or **Report of Expenditures** page, the Financial Officer may request revisions with comments by selecting **Push Back** – this will revert the status of the report to **Revisions Requested**. If no revisions are requested, the Financial Officer may submit the report by clicking on the **Submit to CFF** button. **PLEASE NOTE:** Only the Financial Officer can submit the Financial Reports to CFF. The status of the report will move to “**Submitted**”. The status of the report will move to “**Reviewed and Approved**” when the CFF Program Administrator approves the report.

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	CC500	000192CC319	Report of Expenditures	09/24/2020	Pending Financial Officer Acceptance	07/01/2019 - 06/30/2020	
2	CC500	000192CC319	IRB Approval Letter	08/01/2021	Pending	08/01/2021 - 07/31/2021	
3	CC500	000192CC319	Other Deliverable	08/01/2021	Pending	08/01/2021 - 07/31/2022	Final Scientific Report

000192CC319 - Report of Expenditures

Activity Type: Report of Expenditures
Status: Pending Financial Officer Acceptance
Activity Owner: Bruce Wayne
Scheduled Date: 09/24/2020

CFF Award Number:	CC500	Report Date:	08/05/2021
Center Number:	500	Principal Investigator:	Bruce Wayne
Program Number:	500	Institution Name:	CFF Hospital Foundation
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](#)
Budget Actuals PDF: [Print](#)
Report of Expenditures Form: [View / Save](#)

Balance: \$10,000.00
Prepared By: Bruce Wayne

Revisions Requested from Finance
Request Revisions Here

[Save My Work](#) [Push Back](#) [Submit to CFF](#)



How to Enter in the Estimated Budget - Care Center Awards

1. Principal Investigators (PIs) can locate any Upcoming Deliverables within the **Upcoming Deliverables** button under **My Activities**

The screenshot shows a 'My Activities' header with a plus sign. Below it are three buttons: '3 Upcoming Deliverables' (highlighted with a green box), '1 Submitted Deliverables', and '10 Completed Deliverables'.

2. Once inside the **Upcoming Deliverables**, you will see outstanding deliverables for all awards accessible through the GMS in date order. Click the Estimated Budget deliverable.

The screenshot shows a table with columns: #, Award ID, Award Number, Deliverable, Deadline, Status, Award Period, and Description. The first row has 'Estimated Budget' highlighted with a green box. There are 3 rows in total, with a search bar and '1-3 of 3' at the top right.

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1			Estimated Budget				
2							
3							

3. You can then enter the Estimated Budget by clicking the Enter Budget button.

Original Budget File:

The screenshot shows a 'Budget:' label followed by a blue button with a checkmark icon and the text 'Enter Budget'. The button is highlighted with a green box.

Budget PDF: Print

Budgets cannot be modified after they have been submitted, without contacting the CFF Grant and Contracts Office at grants@cff.org or 301-841-2614.



4. If you would like to designate a team member to access the budget, please enter their name in the **Budget Access** option.

Budget Access

Budget and report of expenditure details can only be viewed by the Principal Investigator, CF Center Director (for care center grants) and Financial/Grants Officer. If any other contacts should have the ability to view and enter budget or report of expenditure details enter their name below and select them from the resulting list. If the contact does not appear they must first be added as a contact on the award. Multiple contacts can be selected.

←

***Please remember only PIs, CF Center Directors, and Financial Officers can have access to a budget.**

5. Upon clicking the **Enter Budget** button, please be sure to enter line items for each section as your budget allows. Nothing in the Estimated Budget is prepopulated from the previous year.

Salaries & Benefits (Salaries are restricted to the Federal salary cap (\$199,300.00 in 2021.))

Name	Project Role	% effort	Institutional Base Salary/Stipend	Salary Requested	Fringe Benefits Rate	Fringe Benefits	Amount	
							Subtotal:	

[Add Salaries & Benefits Expense](#)

Travel (Travel cannot exceed \$2,000.00 per person/per period.)

Name	Position Title	Date (from - to)	Meeting Name	Location	Amount	
					Subtotal:	

[Add Travel Expense](#)

Consumable Supplies (Itemize by category, e.g., general clinical, office, etc.)

Category	Description	Amount	
		Subtotal:	

[Add Consumable Supplies Expense](#)



6. Only the **Total Award Amount** is prepopulated.

Total Expenses:	\$0.00
Total Estimated Budget:	\$0.00
Total Award Amount:	
Estimated Budget and Award Amount Variance:	

7. To add line items in the different sections of the **Estimated Budget**, click the blue plus sign (+) next to **Add [Section Name]**

Salaries & Benefits (Salaries are restricted to the Federal salary cap (\$199,300.00 in 2021.))								
Name	Project Role	% effort	Institutional Base Salary/Stipend	Salary Requested	Fringe Benefits Rate	Fringe Benefits	Amount	
							Subtotal:	
<input type="button" value="+ Add Salaries & Benefits Expense"/>								

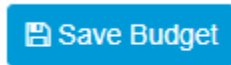
Travel (Travel cannot exceed \$2,000.00 per person/per period.)						
Name	Position Title	Date (from - to)	Meeting Name	Location	Amount	
					Subtotal:	
<input type="button" value="+ Add Travel Expense"/>						

Consumable Supplies (Itemize by category, e.g., general clinical, office, etc.)		
Category	Description	Amount
		Subtotal:
<input type="button" value="+ Add Consumable Supplies Expense"/>		

Major Equipment (Must list items greater than \$5,000 each)		
Description	Quantity	Amount
		Subtotal:
<input type="button" value="+ Add Major Equipment Expense"/>		



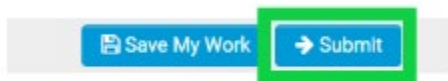
8. Be sure to click **Save Budget** as you enter the Estimated Budget as to not lose your work.



9. If at any point you want to save your work and come back to the Estimated Budget, click **Save My Work**.



10. When you are done entering the Estimated Budget, click **Submit**. Once the **Submit** button has been clicked, changes cannot be made.



***Please see "How to Enter in Financial Reports" for further guidance on the submission of the Estimated Budget**



How to Enter in a Report of Expenditures (ROE):

1. Principal Investigators (PIs) can locate any Upcoming Deliverables within the **Upcoming Deliverables** button under **My Activities**



2. Once inside the **Upcoming Deliverables**, you will see outstanding deliverables for all awards accessible through the GMS in date order. Click the Report of Expenditures deliverable.

A screenshot of the "Upcoming Deliverables" table. The "Upcoming Deliverables" header is highlighted with a green box. The table has columns for #, Award ID, Award Number, Deliverable, Deadline, Status, Award Period, and Description. The first row is highlighted, and the "Report of Expenditures" deliverable is highlighted with a green box.

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1			Report of Expenditures				
2							
3							
4							

3. You can then preparing the ROE by clicking **Begin Preparation**





- By clicking **Enter Budget Actuals** you can show what amount of the Estimated Budget funds were used

Budget Actuals: [Enter Budget Actuals](#)

Budget PDF: [Print](#)

Budget Actuals PDF: [Print](#)

- In entering the Budget actuals, please be sure to add actual expenses in the corresponding budget section under “Estimated”. The ROE sections will be pre-populated with the corresponding Estimated Budget projections. To add line items in the different sections of the **Estimated Budget**, click the blue plus sign (+) next to **Add [Section Name]**

Salaries & Benefits

Estimated

Name	Project Role	% effort	Institutional Base Salary/Stipend	Salary Requested	Fringe Benefits Rate	Fringe Benefits	Amount
Subtotal:							

Actuals Salaries are restricted to the Federal salary cap (\$197,300.00 in 2020.)

Name	Project Role	% effort	Institutional Base Salary/Stipend	Salary Requested	Fringe Benefits Rate	Fringe Benefits	Amount
Subtotal:							

[Add Salaries & Benefits Expense](#)



- 6. At the bottom of the Budget Actuals, you will see a breakdown of the **total expenses actually used**, the **estimated expenses**, the **total to be reported**, and the **variance between the amount to be reported and the total actual expenses**.

A screenshot of a budget breakdown table. The table has four rows, each with a label on the left and a corresponding input field on the right. The rows are: "Total Actual Expenses:" (highlighted with a red box), "Total of Estimated Expenses:" (highlighted with a blue box), "Total Amount to be Reported:" (highlighted with a yellow box), and "Actual Expenses and Total Amount to be Reported Variance:" (highlighted with a green box). Below the table are two buttons: "Save Budget" and "Close Budget".

- 7. Be sure to click **Save Budget** as you enter the Estimated Budget as to not lose your work.



- 8. Click **Save My Work** along the way to ensure you keep the data previously entered.





9. When you are finished filling out the ROE, click **Continue**



10. Here you may choose how your institution wishes to receive the remaining balance of the award (if applicable): Carry-Over, Refund Check, or Payment/Award Reduction

* If balance remaining, select one

Carry-Over Refund Check Payment/Award Reduction

11. If you choose the Carry-Over option, you will need to explain the reason for un-expended funds. If the total Balance exceeds the carry over limit, you will need to choose how to address the discrepancy. You can receive a refund check or a payment/award reduction.

Period Carried From:

Period Carried To:

Carry Over Balance:

Carry Over Amount Requested:

* Reason for un-expended funds

Enter Reason for Carry Over Here

* Proposed future use for un-expended funds

Enter Proposed future use for Carry Over Here

* If the total Balance exceeds the Balance allowed for carry-over, select one

Refund Check Payment/Award Reduction



12. Next, add the Financial Officer who needs to review and approve the ROE for your institution. If the Financial Officer needs to be added, click **Add Financial Officer** to give them access to the ROE.

A screenshot of a web interface for selecting a financial officer. At the top, the text "Financial Officer" is highlighted with a green box. Below it is a grey instruction box: "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." Underneath is a white dropdown menu with a small 'x' icon to its right. At the bottom, the "Add Financial Officer" button is highlighted with a green box.

13. If at any time, you need to navigate away from the ROE but are not ready to submit the report, click **Save My Work**

A screenshot of a navigation bar with three buttons: "Save My Work" (with a floppy disk icon), "Update Budget Actuals" (with a left arrow icon), and "Submit" (with a right arrow icon). The "Save My Work" button is highlighted with a green box.

14. When you are ready to submit the Report of Expenditures for the CF Foundation Grants & Contracts office to review and approve click **Submit**. Once the **Submit** button has been clicked, changes cannot be made.

A screenshot of a navigation bar with three buttons: "Save My Work" (with a floppy disk icon), "Update Budget Actuals" (with a left arrow icon), and "Submit" (with a right arrow icon). The "Submit" button is highlighted with a green box.

***Please see “How to Enter in Financial Reports” for further guidance on the submission of the Report of Expenditures (ROE)**



How to View Approved Report of Expenditures/Carryovers:

1. You may find all your approved deliverables and financial reports by clicking on **Completed Deliverables** under **My Activities**. **PLEASE NOTE:** You will only be able to view deliverables associated to an Award if the Principal Investigator has added you as a contact to their award (Refer to “How to Add Contacts”)

The screenshot shows the 'My Awards' dashboard. Under the 'My Activities' section, the 'Completed Deliverables' button is highlighted with a blue box and a blue arrow pointing to it. Other buttons include 'Active Awards' (1), 'Past Awards' (0), 'Upcoming Deliverables' (6), 'Submitted Deliverables' (0), 'Scheduled Payments' (1), and 'Paid Payments' (1).

2. On the **Completed Deliverables** page, you will find all completed deliverables for a given award. Click on **Report of Expenditures** of choice to view the carryover amount reviewed and approved. You can also view the Approved Carryover Amount under the **Approved Carryover Amount** column.

The screenshot shows the 'Completed Deliverables' table. The row for 'Report of Expenditures' is highlighted with a blue box. The table has columns for #, Award Number, Deliverable, Completed Date, Status, Prepared By, Description, and Approved Carryover Amount.

#	Award Number	Deliverable	Completed Date	Status	Prepared By	Description	Approved Carryover Amount
1	CC500	Estimated Budget	04/22/2021	Reviewed and Approved	Bruce Wayne		
2	CC500	Award Letter	04/27/2021	Completed			
3	CC500	Report of Expenditures	04/22/2021	Reviewed and Approved	Bruce Wayne		\$10,000.00



3. To download the approved Report of Expenditure, click the **Print** button next to **Budget Actuals PDF**.

000192CC319 - Report of Expenditures

Activity Type: Report of Expenditures
Status: Reviewed and Approved
Scheduled Date: 09/24/2020

Activity Owner: Bruce Wayne
Submitted Date: 08/05/2021
Completed Date: 08/05/2021

CFF Award Number:	CC500	Report Date:	08/05/2021
Center Number:	500	Principal Investigator:	Bruce Wayne
Program Number:	500	Institution Name:	CF Hospital Foundation
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](#)
Budget Actuals PDF: [Print](#)
Report of Expenditures Form: [View / Save](#)

Signed Report of Expenditures:
Balance: \$10,000.00
Prepared By: Bruce Wayne

4. To view your approved **Carry Over Amount**, scroll down to the bottom of the **Report of Expenditures** page. The **Carry Over Amount Requested** is the amount that has been approved.

CF Center Request for Carry-Over

Period Carried From: 07/01/2019 to 06/30/2020

Period Carried To: 07/01/2020 to 06/30/2021

Carry Over Balance: \$10,000.00

Carry Over Amount Requested: \$10,000.00

Reason for un-expended funds

Enter Reason for Carry Over Here

Proposed future use for un-expended funds

Enter Proposed future use for Carry Over Here

If the total Balance exceeds the Balance allowed for carry-over, select one

Payment/Award Reduction



How to View Payments in the System and Associated Contingent Deliverables:

1. Log into <https://awards.cff.org/>
2. On the **My Awards** Dashboard, Click on **Scheduled Payments** under **My Payments**

The screenshot shows the 'My Awards' dashboard. At the top, there is a navigation bar with 'My Awards' highlighted. Below this, there are three main sections: 'My Awards', 'My Activities', and 'My Payments'. In the 'My Awards' section, there are two buttons: '1 Active Awards' and '0 Past Awards'. In the 'My Activities' section, there are three buttons: '6 Upcoming Deliverables', '0 Submitted Deliverables', and '2 Completed Deliverables'. In the 'My Payments' section, there are two buttons: '1 Scheduled Payments' (which is highlighted with a blue border and a blue arrow pointing to it from the left) and '1 Paid Payments'.

3. On the Scheduled Payments page, you can view all scheduled payments for the Award for which you are affiliated. You must first be added as a contact to an award to see the payments. (For more information, see "How to Add Contacts").

The screenshot shows the 'Scheduled Payments' page. At the top, there is a navigation bar with 'My Awards' highlighted. Below this, there is a search bar and a table of scheduled payments. The table has the following columns: '#', 'Award Number', 'Date', and 'Payment Amount'. There is one row of data:

#	Award Number	Date	Payment Amount
\$ 2	CC500	02/28/2020	\$22,342.50



- Once you click on a **Scheduled Payment**, the system will display the deliverable(s) associated with that payment that remain to be completed by the awardee before the payment can be scheduled. Associated payment(s) will remain contingent upon receipt and approval of the deliverable(s). All deliverable(s) received after the deadline will be queued for review and approval. Payment(s) will be released in the payment cycle following approval of deliverable(s).

←

000153CC320 - Payment

Activity Type: Payment

Status: Contingent

i This payment is contingent upon the following:

- Previous year's Report of Expenditures due on 10/01/2020
- Award Letter due on 07/18/2020
- Estimated Budget due on 07/18/2020
- Regulatory Approvals due on 07/18/2020
- Payment due on 11/01/2020

Payment Number: 2

- You may also view all previously paid/issued payments by clicking on **Paid Payments** under **My Payments**.

My Awards My Applications Funding Opportunities External Requests User Guide Privacy & Security

←

My Awards

1 Active Awards	0 Past Awards
--------------------	------------------

My Activities

6 Upcoming Deliverables	0 Submitted Deliverables	2 Completed Deliverables
----------------------------	-----------------------------	-----------------------------

My Payments

1 Scheduled Payments	1 Paid Payments
-------------------------	--------------------

←



How to Complete the Renewal Budget & Progress Report:

1. All pending deliverables, including your financial reports, can be found by clicking on **Upcoming Deliverables** under **My Activities**.

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

The screenshot shows the user's dashboard with the following sections:

- My Awards:** 1 Active Awards, 0 Past Awards
- My Activities:** 3 Upcoming Deliverables (highlighted), 0 Submitted Deliverables, 2 Completed Deliverables
- My Payments:** 2 Scheduled Payments, 0 Paid Payments

2. The Upcoming Deliverables page lists all outstanding deliverables for a given award. To begin, click on the **Renewal Budget & Progress Report**.

PLEASE NOTE: Some Awards might have the **“Renewal Budget”** Deliverable listed instead of **“Renewal Budget & Progress Report”**. The **“Renewal Budget”** Deliverable will still include the Progress Report.

The screenshot shows the 'Upcoming Deliverables' table with the following data:

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	003294G221	003294G221	Renewal Budget & Progress Report	11/02/2022	Pending	02/01/2022 - 01/31/2023	
2	003294G221	003294G221	Report of Expenditures	04/30/2023	Pending	02/01/2022 - 01/31/2023	



3. On the Renewal Budget & Progress Report page, click on **Begin Preparation** to begin. This will change the status of the Renewal Budget & Progress Report to **"In Progress"**.

003294G221 - Renewal Budget & Progress Report

Subject: 003294G221 - Renewal Budget & Progress Report

Activity Type: Renewal Budget & Progress Report

Status: Pending

* Scheduled Date: 11/02/2022

* Activity Owner: Bruce Wayne

Award Period Start: 02/01/2022

Award Period End: 01/31/2023

Original Budget File:

Budget Period: From 02/01/2023 To 01/31/2024

Balance:

* Authorized Institution Official

Select the Authorized Institution Official who is responsible for this project.

* Principal Investigator's Acceptance Statement:

Face Page: View / Save

Signed Face Page:

▼ Renewal Report

* Renewal Report

Please download the template found [here](#), complete it and upload it below.

Save My Work

Begin Preparation





- 4. When the status of the Renewal Budget & Progress Report is in “**In Progress**” status, only the Principal investigator can enter in the Renewal Budget and Budget Justification. For support staff to **receive access** to the Renewal Budget and Budget Justification, the Principal Investigator must add the contact associated to the award to the **Budget Access** section. When the contact is added to the Budget Access section, the Principal Investigator must click **Save My Work**. This will allow for the contact added to the Budget Access section to edit and work on the Renewal Budget and Budget Justification.

PLEASE NOTE: You will only be able to view deliverables associated to an Award only if the Principal Investigator has added you as a contact to their award (For more information, see refer to the guide “[How to Add Contacts](#)”)

003294G221 - Renewal Budget & Progress Report

Subject: 003294G221 - Renewal Budget & Progress Report

Activity Type: Renewal Budget & Progress Report

Status: In Progress * Scheduled Date: 11/02/2022

* Activity Owner: Bruce Wayne

Award Period Start: 02/01/2022

Award Period End: 01/31/2023

Original Budget File:

Budget Period: From 02/01/2023 To 01/31/2024

Balance:

Budget Access

Budget and report of expenditure details can only be viewed by the Principal Investigator, CF Center Director [for care center grants] and Financial/Grants Officer. If any other contacts should have the ability to view and enter budget or report of expenditure details enter their name below and select them from the resulting list. If the contact does not appear they must first be added as a contact on the award. Multiple contacts can be selected.

Search and select

* Authorized Institution Official

Select the Authorized Institution Official who is responsible for this project.

Select One

* Principal Investigator's Acceptance Statement:

Face Page: [View / Save](#)

Signed Face Page:

Renewal Report

[Save My Work](#) → Pending PI Acceptance



How to Enter in the Renewal Budget & Budget Justification:

1. When the status of the Renewal Budget & Progress Report is in “**In Progress**” status, the Principal Investigator or any contact associated to the award that has been granted **Budget Access will be able to work on the Renewal Budget and Budget Justification.**
2. To begin, click on the **Open** button next to **Budget** under the **Renewal Budget** tab:

003294G221 - Renewal Budget & Progress Report

* Authorized Institution Official

Select the Authorized Institution Official who is responsible for this project.

Select One

* Principal Investigator's Acceptance Statement:

Face Page: [View / Save](#)

Signed Face Page:

> Renewal Report

▼ Renewal Budget

Budget PDF: [Print](#)

Budget: [Open](#) ←

Generated Budget PDF: [Upload](#)

▼ Budget Justification

Budget Justification: [Print](#)

Generated Budget Justification PDF: [Upload](#)



- By clicking on **Open**, a pop-up window will appear for the Renewal Budget. In this window, the Principal Investigator or any contact associated to the award that has been granted Budget Access will be able to enter in the Budget for the Renewal Period. To enter in the Budget for the Renewal Period, **click on the + Sign** next to each Budget category to open the Budget Category line-items.

PLEASE NOTE: The **Renewal Budget** automatically populates based on the information submitted on the original **Application Budget**. You may update each budget line-item, if necessary, by editing the information in each budget cell.

Year 2

Principal Investigator:	Bruce Wayne	Award ID:	003294G221
Institution Name:	CFF Hospital Foundation		
Budget Period From:	02/01/2023	To:	01/31/2024

↓

Salaries & Benefits (Salaries are restricted to the Federal salary cap (\$199,300.00 in 2022.))

Year 2

Principal Investigator:	Bruce Wayne	Award ID:	003294G221
Institution Name:	CFF Hospital Foundation		
Budget Period From:	02/01/2023	To:	01/31/2024

Salaries & Benefits (Salaries are restricted to the Federal salary cap (\$199,300.00 in 2022.))

Name	Project Role	% effort	Institutional Base Salary/Stipend	Salary Requested	Fringe Benefits Rate	Fringe Benefits	Amount	
Bruce Wayne	Principal Investigator	10.00%	\$190,000.00	\$19,000.00	40.00%	\$7,600.00	\$26,600.00	+
Louis Lane	Graduate Student	10.00%	\$190,000.00	\$19,000.00	30.00%	\$5,700.00	\$24,700.00	+
Clark Kent	Co-Principal Investigator	10.00%	\$190,000.00	\$10,000.00	30.00%	\$2,000.00	\$12,000.00	+
Subtotal:							\$63,300.00	

Budget Justification

➕ Add Salaries & Benefits Expense



- To **Delete** an Expense, click on the **X button** next to the line-item. To **Add** an Expense, click on the **+ Sign** under the Budget Category section.

Salaries & Benefits (Salaries are restricted to the Federal salary cap (\$199,300.00 in 2022))

Name	Project Role	% effort	Institutional Base Salary/Stipend	Salary Requested	Fringe Benefits Rate	Fringe Benefits	Amount	
Bruce Wayne	Principal Investigator	10.00%	\$190,000.00	\$19,000.00	40.00%	\$7,600.00	\$26,600.00	X
Louis Lane	Graduate Student	10.00%	\$190,000.00	\$19,000.00	30.00%	\$5,700.00	\$24,700.00	+
Clark Kent	Co-Principal Investigator	10.00%	\$190,000.00	\$10,000.00	30.00%	\$2,000.00	\$12,000.00	+
Subtotal:							\$63,300.00	

Budget Justification

Add Salaries & Benefits Expense

- For the **Budget Justification**, there will be a **Text Box** available under each Budget Category section. To complete the Budget Justification, enter in the justification for each category in the Text Box. Click **Save** located at the bottom of the pop-up window to save the Budget and Budget Justification.

PLEASE NOTE: If you enter in any expenses into a Budget Category, you must enter in the justification for that category. The system will **not allow** you to submit the **Renewal Budget** if the **Budget Justification Text Box** is left blank.

Salaries & Benefits (Salaries are restricted to the Federal salary cap (\$199,300.00 in 2022))

Name	Project Role	% effort	Institutional Base Salary/Stipend	Salary Requested	Fringe Benefits Rate	Fringe Benefits	Amount	
Bruce Wayne	Principal Investigator	10.00%	\$190,000.00	\$19,000.00	40.00%	\$7,600.00	\$26,600.00	+
Louis Lane	Graduate Student	10.00%	\$190,000.00	\$19,000.00	30.00%	\$5,700.00	\$24,700.00	+
Clark Kent	Co-Principal Investigator	10.00%	\$190,000.00	\$10,000.00	30.00%	\$2,000.00	\$12,000.00	+
Subtotal:							\$63,300.00	

Budget Justification

Add Salaries & Benefits Expense

This section is where you enter in the Budget Justification for the Budget Category listed-You must enter in the justification here.



- 6. Once all the Renewal Period Expenses and the Budget Justification for each Budget Category have been entered in, Click **Save** at the bottom of the Budget window to save the Renewal Budget information. **If allowable (see RFA Guidelines)**, please complete the Indirect Costs field. Click **Close Budget** to close the pop-up window.

The screenshot shows a web browser window with a URL from cff.smartsimplebk.com. It displays two sections for budget justification. The first section, 'Budget Justification', has a text box containing 'This is the Budget Justification for the Other Expenses (Indirect)' and a button 'Add Other Expense (Indirects Allowed)'. The second section, 'Other Expenses (Indirects Not Allowed)', includes a table with the following data:

Category	Description	Number	Unit Cost	Amount
Tuition	Tuition for Louis Lane	1	\$500.00	\$500.00
Subtotal:				\$500.00

Below the table is another 'Budget Justification' text box with the same text and an 'Add Other Expense (Indirects Not Allowed)' button. At the bottom right, a summary of costs is shown:

- Total Direct Costs: \$87,300.00 (Maximum Amount for Period \$100,000.00)
- Modified Total Direct Costs: \$76,800.00
- Indirect Costs: \$9,000.00 (If allowable. Refer to CFF Policies and Guidelines. Must be less than \$9,275.00.)
- Total Estimated Budget: \$96,300.00

At the bottom, there are two buttons: 'Save Year 2' and 'Close Budget', both with blue arrows pointing towards them.

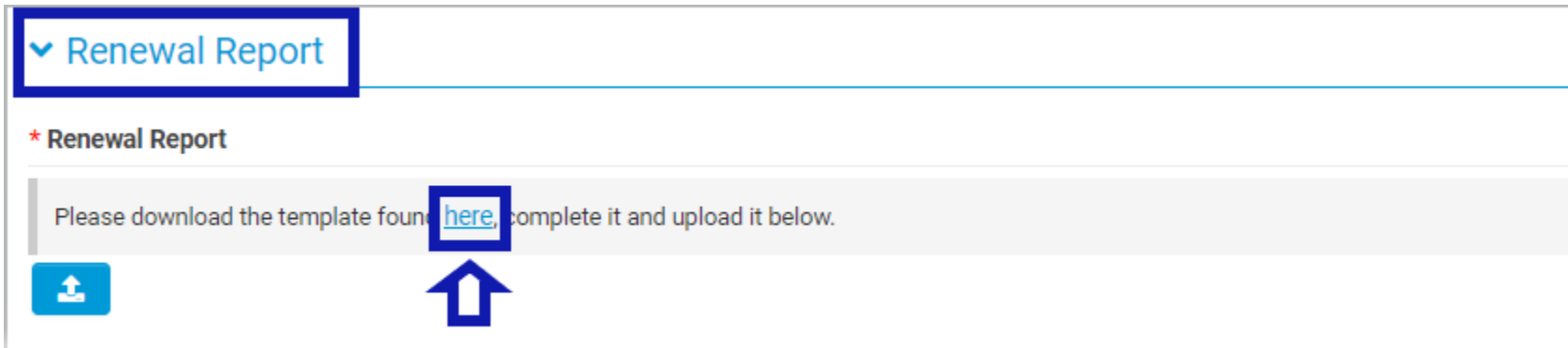
- 7. To view the entire Renewal Budget as a PDF, click Print next to Budget PDF under the Renewal Budget tab. To view the entire Budget Justification as a PDF, click Print next to Budget Justification under the Budget Justification tab.

The screenshot shows two tabs in the application interface. The first tab is 'Renewal Budget', which contains the following options: 'Budget PDF: Print', 'Budget: Open', and 'Generated Budget PDF: [upload icon]'. The second tab is 'Budget Justification', which contains: 'Budget Justification: Print' and 'Generated Budget Justification PDF: [upload icon]'. In both tabs, the 'Print' buttons are highlighted with blue boxes and blue arrows pointing to them from the right.

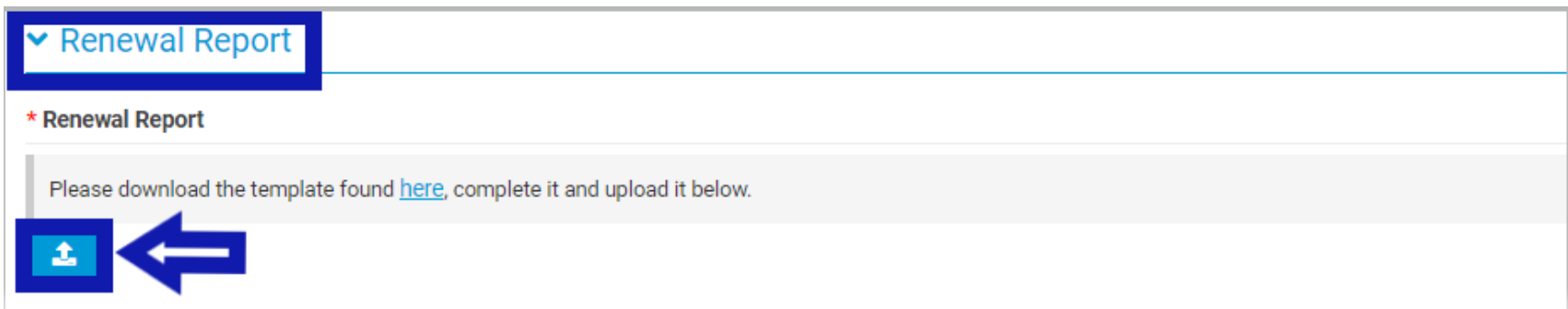


How to Submit the Renewal Report:

1. To submit the **Renewal Report**, download the template located under the **Renewal Report** tab.



2. A word document labeled Renewal-Progress-Report-CFF-GMS will be downloaded. The document provides instructions for the Renewal Progress Report and should be used as a template to complete the Renewal Progress Report. **To submit the Renewal Progress Report**, upload the completed copy of the Renewal Progress Report by clicking on the Upload button under the Renewal Report tab.





How to submit the final Renewal Budget and Report to CFF:

1. After the Renewal Report, Renewal Budget and Budget Justification have been completed, **enter in the Authorized Institutional Official** under the Authorized Institutional Official search box. Click Save My Work once the Authorized Institutional Official has been entered.

PLEASE NOTE: The Authorized Institutional Official will only appear if that contact has been associated to the award. ([For more information, refer to the guide “How to Add Contacts”](#))

003294G221 - Renewal Budget & Progress Report

Subject: 003294G221 - Renewal Budget & Progress Report

Activity Type: Renewal Budget & Progress Report

Status: In Progress * Scheduled Date: 11/02/2022

* Activity Owner: Bruce Wayne

Award Period Start: 02/01/2022

Award Period End: 01/31/2023

Original Budget File:

Budget Period: From 02/01/2023 To 01/31/2024

Balance:

Budget Access

Budget and report of expenditure details can only be viewed by the Principal Investigator, CF Center Director [for care center grants] and Financial/Grants Officer. If any other contacts should have the ability to view and enter budget or report of expenditure details enter their name below and select them from the resulting list. If the contact does not appear they must first be added as a contact on the award. Multiple contacts can be selected.

Clark Kent

*** Authorized Institution Official**

Select the Authorized Institution Official who is responsible for this project.

Jack Slow

* Principal Investigator's Acceptance Statement:

Face Page: [View / Save](#)

Signed Face Page:

[Renewal Report](#)

[Save My Work](#) → Pending PI Acceptance



2. After the Renewal Budget & Progress Report has been saved, click **Pending PI Acceptance** to move the Renewal Budget & Progress Report forward. This will move the status of the Renewal Budget & Progress Report from “**In Progress**” to “**Pending PI Acceptance**”.



3. In **Pending PI Acceptance** status, the Principal Investigator must log in, click on **Upcoming Deliverables under My Activities**, and select the Renewal Budget & Progress Report that has the status “**Pending PI Acceptance**”.

My Activities

2 Upcoming Deliverables 0 Submitted Deliverables 5 Completed Deliverables

My Awards My Applications Funding Opportunities External Requests User Guide Privacy & Security

Upcoming Deliverables

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	003294G221	003294G221	Renewal Budget & Progress Report	11/02/2022	Pending PI Acceptance	02/01/2022 - 01/31/2023	



4. On the Renewal Budget & Progress Report page, the Principal Investigator can review the Renewal Report, Renewal Budget and Budget Justification and make any edits if necessary. To submit the Renewal Budget & Progress Report, the Principal Investigator must provide their approval by **clicking the check box next to** the Principal Investigator's Acceptance Statement. Once the check box has been marked, the Principal Investigator can submit the entire Renewal Budget & Progress Report for signature by **clicking on the Pending Signature** button.

003294G221 - Renewal Budget & Progress Report

Subject: 003294G221 - Renewal Budget & Progress Report

Activity Type: Renewal Budget & Progress Report

Status: Pending PI Acceptance * Scheduled Date: 11/02/2022

* Activity Owner: Bruce Wayne

Award Period Start: 02/01/2022

Award Period End: 01/31/2023

Original Budget File:

Budget Period: From 02/01/2023 To 01/31/2024

Balance:

Budget Access

Budget and report of expenditure details can only be viewed by the Principal Investigator, CF Center Director [for care center grants] and Financial/Grants Officer. If any other contacts should have the ability to view and enter budget or report of e them from the resulting list. If the contact does not appear they must first be added as a contact on the award. Multiple contacts can be selected.

Clark Kent

* Authorized Institution Official

Select the Authorized Institution Official who is responsible for this project.

Jack Slow

Principal Investigator's Acceptance Statement: I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I accept responsibility for the scientific conduct of the project and will provide any additional require submission of this Renewal Progress Report.

Face Page: [View / Save](#)

Signed Face Page:

[Save My Work](#) [Pending Signature](#)



Renewal Budget & Progress Report Review Process:

1. The status of the Renewal Budget & Progress Report will move from “Pending PI Acceptance” to “Pending Signature” once the Principal Investigator clicks on the Pending Signature button. **In Pending Signature status, the Renewal Budget & Progress Report will go through the Adobe Signature process outside of the Grants Management System.**
2. Adobe Signature will first route the entire Renewal Budget & Progress Report to the Principal Investigator’s email inbox for e-signature. Once the Principal Investigator provides their e-signature through the Adobe Signature email, Adobe Signature will route the entire Renewal Budget & Progress Report to the Authorized Institutional Official’s email inbox for e-signature. When the Authorized Institutional Official provides their e-signature, the Renewal Budget & Progress Report will move from Pending Signature status to **Submitted** status on the Grants Management System.
3. **To view the submitted Renewal Budget & Progress Report**, click on Submitted Deliverables under the My Activities tab.

A navigation bar titled "My Activities" with three buttons: "Upcoming Deliverables" (1), "Submitted Deliverables" (1), and "Completed Deliverables" (5). The "Submitted Deliverables" button is highlighted with a blue border.

Count	Category
1	Upcoming Deliverables
1	Submitted Deliverables
5	Completed Deliverables

4. Click on the Renewal Budget & Progress Report in Submitted status.

A screenshot of the "Submitted Deliverables" table. The table has columns for #, Award ID, Award Number, Deliverable, Deadline, Status, Award Period, and Description. The first row is highlighted with a blue border.

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	003294G221	003294G221	Renewal Budget & Progress Report	11/02/2022	Submitted	02/01/2022 - 01/31/2023	



- 5. On the Renewal Budget & Progress Report page, **click on the View/Save button next to Face Page**. This will open a pop-up window labeled Face Page which will have the Principal Investigator and Authorized Institutional Official e-signatures listed. To view the entire Renewal Budget & Progress Report which includes the Renewal Report, Renewal Budget, and Budget Justification, **click on the Export as PDF button on the top left corner of the pop-up window**.

003294G221 - Renewal Budget & Progress Report

Subject: 003294G221 - Renewal Budget & Progress Report

Activity Type: Renewal Budget & Progress Report

Status: Submitted

Activity Owner: Bruce Wayne

Award Period Start: 02/01/2022

Award Period End: 01/31/2023

Original Budget File:

Budget Period: From 02/01/2023 To 01/31/2024

Balance:

Budget Access

Budget and report of expenditure details can only be viewed by the Principal Investigator, or the Authorized Institutional Official, and their delegates. If the contact does not appear they must first be added as a contact.

Clark Kent

Authorized Institution Official

Select the Authorized Institution Official who is responsible for this project.

Jack Slow


Principal Investigator's Acceptance Statement: I certify that the statements herein are true, complete, and accurate as of this Renewal Progress Report.

Face Page: View / Save

Signed Face Page:

Face Page - Work - Microsoft Edge
https://cff.smartsimplebk.com/s_viewpagefield.jsp?fieldid=1682343&codedid=RHN2JF0aFjEeFIAYH0okkUkNS0mc...

Export as PDF



CFF Award Renewal Face Page

Type of Award: Research Grant	CFF Award #: 003294G221	
Principal Investigator (PI): Bruce Wayne		
Institution: CFF Hospital Foundation		
Project Title: Research Award		
Proposed Renewal Period: 2023-02-01		
Proposed Renewal Amount: \$110,740.00		
PI Contact Information:	Mailing Address: 4550 Montgomery Ave., Suite 1100 N, Bethesda, MD, United States 20841	Institution: CFF Hospital Foundation E-mail Address: brucewayne@fake.fake Telephone Number: 301-555-1215
PRINCIPAL INVESTIGATOR AND INSTITUTIONAL ASSURANCES		
Human Subjects: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Human Subjects Assurance #: 234124 IRB Status and Date: Pending	
IRB approval is required as a contingency of payment.		
Vertebrate Animals: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Animal Welfare Assurance #: 124124 IACUC Status and Date: Pending	
Recombinant DNA: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Biohazards: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes IBC Status and Date: Pending	
Awardee must provide copies of rDNA and/or IBC approvals upon request.		
Invention Disclosures/Patents?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, all relevant invention disclosure and/or patent information is included in this	



Renewal Budget & Progress Report Review Process:

If Renewal Budget & Progress Report is Approved:

1. When the Renewal Budget & Progress Report is in Submitted status, the Renewal Budget & Progress Report will be reviewed by the CFF Program Officer and CFF Program Administrator associated to the award. **If approved by both the CFF Program Officer and CFF Program Administrator, the status of the Renewal Budget & Progress Report will move from Submitted to Completed status.** You will find the approved Renewal Budget & Progress Report in the Completed Deliverables section under My Activities. **An Award Letter for the Renewal Period will be issued out shortly after.** You will be able to view the Award Letter in the Upcoming Deliverables section under My Activities once it has been issued.

My Activities

1 Upcoming Deliverables 0 Submitted Deliverables **6 Completed Deliverables**

[My Awards](#) [My Applications](#) [Funding Opportunities](#)

Completed Deliverables

#	Award Number	Deliverable	Completed Date	Status
1	003294G221	Renewal Budget & Progress Report	12/06/2021	Completed



If Renewal Budget & Progress Report has Revisions Requested by CFF:

1. When the Renewal Budget & Progress Report is in Submitted status, the Renewal Budget & Progress Report will be reviewed by the CFF Program Officer and CFF Program Administrator associated to the award. **If revisions are being requested from CFF**, you will find that the Renewal Budget & Progress Report has reverted from Submitted status to Revisions Requested status. You can find the Renewal Budget & Progress Report with the Revisions Requested in the Upcoming Deliverables section under My Activities.

My Activities

2 Upcoming Deliverables 0 Submitted Deliverables 5 Completed Deliverables

My Awards My Applications Funding Opportunities External Requests User Guide Privacy & Security

Upcoming Deliverables

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	003294G221	003294G221	Renewal Budget & Progress Report	11/02/2022	Revisions Requested	02/01/2022 - 01/31/2023	



- On the Renewal Budget & Progress Report page, the Principal Investigator can find what revisions have been requested under the **External Revisions** section on the bottom of the page.

PLEASE NOTE: External Revisions section is only viewable to the Principal Investigator.

003294G221 - Renewal Budget & Progress Report

* Authorized Institution Official

Select the Authorized Institution Official who is responsible for this project.

Jack Slow

* **Principal Investigator's Acceptance Statement:** I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I accept responsibility for the scientific conduct of the project and will provide any additional required submission of this Renewal Progress Report.

Face Page: [View / Save](#)

Signed Face Page:

[> Renewal Report](#)

[> Renewal Budget](#)

[> Budget Justification](#)

Generated Budget Justification PDF: [↑](#) [↓](#)

File Name ^

[003294G221_-_Estimated_Budget.pdf](#)

External Revisions

Please revise the Renewal Report to include additional information about the Research on the Project. Please also revise the Renewal Budget to include the Salary information for the Co-Investigator. Thank you.

[Save My Work](#)

[→ Pending Signature](#)



- 3. The Principal Investigator or any contact associated to the award that has been granted Budget Access can edit the Renewal Budget & Progress Report when the report is in Revisions Requested status. **After making all requested revisions** to the Renewal Budget & Progress Report, click **Save My Work** to save all the revisions.

PLEASE NOTE: Only the Principal Investigator can see the External Revisions Requested section. If the Principal Investigator wants a contact with Budget Access to revise the Renewal Budget & Progress Report, the Principal Investigator must inform the contact with Budget Access what revisions are being requested by CFF.

- 4. To submit the Renewal Budget & Progress Report with all the completed revisions, the Principal Investigator will need to click on **Pending Signature** on the Renewal Budget & Progress Report page to submit the revised Renewal Budget & Progress Report. The report will go through the same signature process in Step 2 of “Renewal Budget & Progress Report Review Process.”

* Principal Investigator's Acceptance Statement: I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I accept responsibility for the scientific conduct of the project and will provide submission of this Renewal Progress Report.

Face Page: [View / Save](#)

Signed Face Page:

[Save My Work](#) [Pending Signature](#) ←

Submitted Deliverables

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	003294G221	003294G221	Renewal Budget & Progress Report	11/02/2022	Submitted	02/01/2022 - 01/31/2023	



No-Cost Extension Requests (NCE)

In the event the research/project is not completed within the project period, a no-cost extension request (NCE) must be submitted in the Grants Management System **no sooner** than 90 days before the end of the project period. A no-cost extension may be requested only for the final funding year, and the requested end date may not exceed one (1) year from the current end date of the project. Multiple no-cost extensions may be considered based on the research involved. Approvals of no-cost extensions **are not guaranteed**, and failure to request a no-cost extension may result in the forfeiture of funds.

No-Cost Extension Status Quick Reference Guide

Status	Draft	Pending	In Progress	Pending PI Acceptance	Pending AIO Acceptance	Revisions Requested	Submitted	Pending PA Acceptance	Completed
Definition	NCE request is now created	NCE is pending submission	NCE is filled out but has not yet been submitted for the Principal Investigator's Approval	NCE is pending the Principal Investigator's Approval	NCE is pending the Authorized Institution Official's Approval	NCE has been reviewed by CFF and was sent back for revisions requested	NCE is submitted and pending CFF review	NCE is pending the Program Administrators (CFF) Approval	NCE has been reviewed and approved by CFF
Location of NCE Request	Request NCE	Pending NCE	Pending NCE	Pending NCE	Pending NCE	Pending NCE	Under Review NCE	Under Review NCE	Completed NCE



No-Cost Extension Contact Permissions Quick Reference Guide

Status/Contact	Draft	Pending	In Progress	Pending PI Acceptance	Pending AIO Acceptance	Revisions Requested	Submitted	Pending PA Acceptance	Completed
Principal Investigator	View Edit	View Edit	View Edit	View Edit	View Only	View Edit	View Only	View Only	View Only
Co-Investigator	View Edit	View Edit	View Edit	View Only	View Only	View Edit	View Only	View Only	View Only
Coordinator	View Edit	View Edit	View Edit	View Only	View Only	View Edit	View Only	View Only	View Only
Post-Award Contact	View Edit	View Edit	View Edit	View Only	View Only	View Edit	View Only	View Only	View Only
Financial Officer	View Edit	View Edit	View Edit	View Only	View Only	View Edit	View Only	View Only	View Only
Grants Officer	View Edit	View Edit	View Edit	View Only	View Only	View Edit	View Only	View Only	View Only
Authorized Institution Official	View Edit	View Edit	View Edit	View Only	View Edit	View Edit	View Only	View Only	View Only



How to Request a No-Cost Extension:

1. To request a No-Cost Extension, go to the **My No Cost Extension (NCE)** module under the **My Awards** homepage and click on the **Request NCE** tile

A screenshot of the "My Awards" dashboard. The dashboard is divided into several sections: "My Awards" (3 Active Awards, 0 Past Awards), "My Activities" (9 Upcoming Deliverables, 0 Submitted Deliverables, 3 Completed Deliverables), "My Payments and CFF Required Refunds" (5 Scheduled Payments, 1 Paid Payments, 0 CFF Required Refunds), and "Active Mentor Awards" (0 Active Mentor Awards). A blue arrow points to the "Request NCE" tile in the "My No Cost Extension (NCE)" section, which also shows 0 Pending NCE, 0 Under Review NCE, and 0 Completed NCE. The "My Awards" section is highlighted with a blue box in the top navigation bar.

2. On the **Request NCE** page, you will find a list of all awards that you are associated with as a contact. Click the **Create NCE** button to create a No-Cost Extension request for that award.

PLEASE NOTE: You will only be able to view the award under the **Request NCE** tile only if the **Principal Investigator** of the award has added you as a contact to their award AND if you are a Post-Award contact listed on Page 2 of this guide. (For more information, see refer to the guide [“How to Add Contacts”](#))

Request NCE

Award	Institution	Award Type	Principal Investigator	Award Period	Award Amount	
00395422 - Wayne	CFF Hospital Foundation	Therapeutic Development Center Award	Bruce Wayne	04/01/2022 - 03/31/2023		Create NCE
00286219 - Wayne	CFF Hospital Foundation	Therapeutic Development Center Award	Bruce Wayne	07/01/2019 - 06/30/2020	\$44,685.00	Create NCE
002150319 - Wayne	CFF Hospital Foundation	Therapeutic Development Center Award	Bruce Wayne	07/01/2018 - 06/30/2019	\$44,685.00	Create NCE

- When you click on the **Create NCE** button, the system will create a No-Cost Extension request in **Draft** status. To start the No-Cost Extension request click on the **Initiate NCE** button.

New Activity

Activity Type: No Cost Extension

Award Information

CFF Award ID:	CC500	CFF Award Number:	002150319
Date:	06/06/2022	Principal Investigator:	Bruce Wayne
Project Title:	This is a Test Project Title		
Original Project End Date:			

[Initiate NCE](#)



PLEASE NOTE: A No-Cost Extension Request (NCE) must be submitted **no sooner** than 90 days before the end of the project period. The system will validate the Project Period end date of the award when the No-Cost Extension Request is initiated. In the case that the No-Cost Extension request is initiated 90 days before the end of the Project Period, the system **WILL NOT** allow for the External User to begin the No-Cost Extension. The system will create an error message and will not allow the External User to initiate the No-Cost Extension request.

The screenshot shows a user interface with a navigation bar at the top containing 'My Awards', 'My Applications', 'Funding Opportunities', 'External Requests', 'User Guide', and 'Privacy & Security'. Below the navigation bar is a 'New Activity' section. A red-bordered box highlights an error message: 'Submission failed due to the following: The project end date is not within the next 90 days, hence you cannot create an NCE'. Below the error message, the 'Activity Type' is listed as 'No Cost Extension'. Underneath is an 'Award Information' table with the following data:

CFF Award ID:	WAYNE22Y0	CFF Award Number:	00395422
Date:	06/06/2022	Principal Investigator:	Bruce Wayne
Project Title:			
Original Project End Date:			

At the bottom of the award information section is a blue button labeled 'Initiate NCE'.

- By clicking on the **Initiate NCE** button, the status of the No-Cost Extension request will move to **Pending** status. When the No-Cost Extension request is in **Pending** status, you can find the Pending No-Cost Extension request in the **Pending NCE** tile under the **My No Cost Extension (NCE)** module. To continue working on the No-Cost Extension request, click on the **Begin Preparation** button.

The screenshot shows a dashboard with several modules. The 'My Awards' module shows 3 Active Awards and 0 Past Awards. The 'My Activities' module shows 9 Upcoming Deliverables, 0 Submitted Deliverables, and 3 Completed Deliverables. The 'My Payments and CFF Required Refunds' module shows 5 Scheduled Payments, 1 Paid Payments, and 0 CFF Required Refunds. The 'My No Cost Extension (NCE)' module is highlighted with a blue background and contains four tiles: '3 Request NCE', '1 Pending NCE' (highlighted with a blue box and a blue arrow pointing to it), '0 In Progress NCE', and '0 Completed NCE'.

You are viewing the system as Bruce Wayne

My Awards My Applications Funding Opportunities External Requests User Guide Privacy & Security

Activity Type: No Cost Extension
 Status: Pending
 * Activity Owner: Bruce Wayne
 NCE Number: 1


GENERAL

In the event the research/project is not completed within the project period, a no-cost extension request (NCE) must be submitted no sooner than 90 days before the end of the project period. A no-cost extension may be requested only for the final funding year, and the requested end date may not exceed one (1) year from the current end date of the project. Multiple no-cost extensions may be considered based on the research involved. Approvals of no-cost extensions are not guaranteed, and failure to request a no-cost extension may result in the forfeiture of funds.

*Please note: Upon review of the No-Cost Extension, additional information may be requested of the awardee and the Program Officer may request an Interim Progress Report.

Award Information

CFF Award ID:	CC500	CFF Award Number:	002150319
Date:	06/06/2022	Principal Investigator:	Bruce Wayne
Project Title:	This is a Test Project Title		
Original Project End Date:	06/30/2019		



- The status of the No-Cost Extension request will move from **Pending** to **In Progress** status once you click on the **Begin Preparation** button. When the No-Cost Extension request is in **In Progress** status, you can find the Pending No-Cost Extension request in the **Pending NCE** tile under the **My No Cost Extension (NCE)** module.

You are viewing the system as Bruce Wayne

My Awards My Applications Funding Opportunities External Requests User Guide Privacy & Security

My Awards

3 Active Awards 0 Past Awards

My Activities

9 Upcoming Deliverables 0 Submitted Deliverables 3 Completed Deliverables

My Payments and CFF Required Refunds

5 Scheduled Payments 1 Paid Payments 0 CFF Required Refunds

My No Cost Extension (NCE)

3 Request NCE 1 Pending NCE 0 In Progress NCE 0 Completed NCE



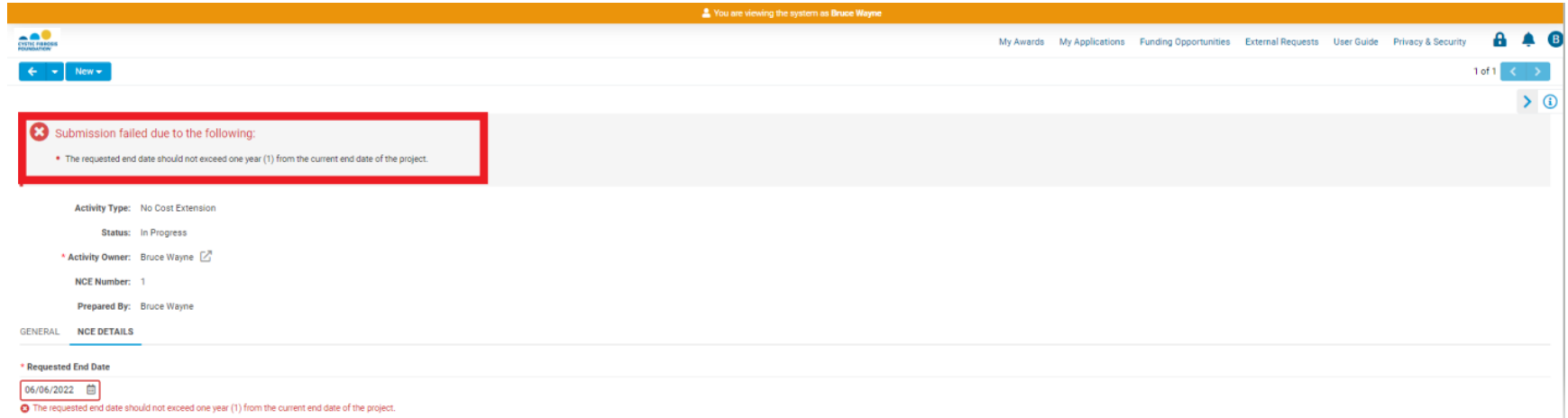
- 6. When the No-Cost Extension request is in **In Progress** status, you must fill out the details of the No-Cost Extension request under the **NCE Details** tab. Under this tab, you will enter in the Requested Project End Date, Projected amount of funds (\$) available for use during the no-cost extension, Explanation for what was completed for the research project during the project period, Description of what the PI Expects to accomplish with the additional time, as well as how the projected balance will be utilized. You must also enter in your **Authorized Institution Official** contact that will be reviewing and approving the No-Cost Extension request in the search bar under the **Authorized Institution Official** section. Once all details have been entered under the **NCE Details** tab, click on the **Submit** button to move the No-Cost Extension request forward.

The screenshot shows the 'NCE DETAILS' tab in the system. The form contains the following fields and sections:

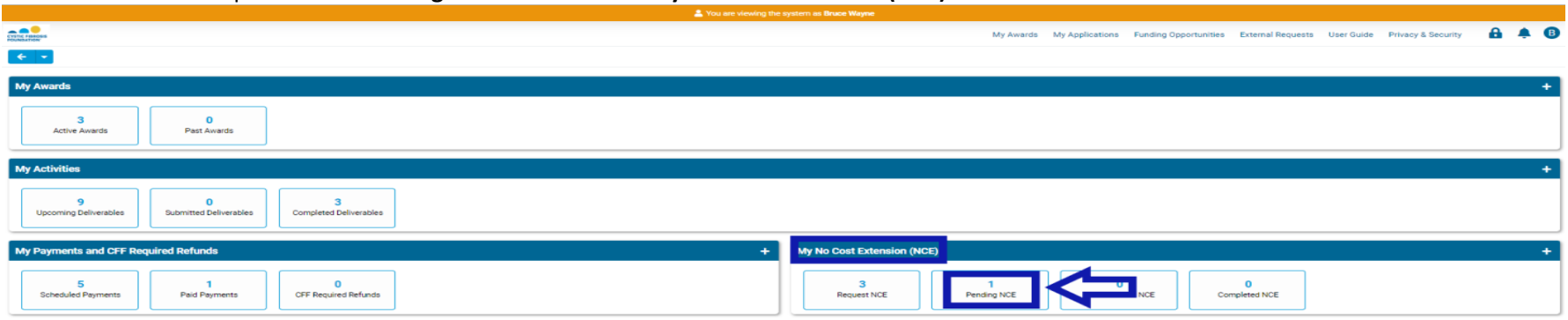
- Activity Type:** No Cost Extension
- Status:** In Progress
- Activity Owner:** Bruce Wayne
- NCE Number:** 1
- Prepared By:** Bruce Wayne
- GENERAL** tab selected
- * Requested End Date:** Input field with a calendar icon, containing 'mm/dd/yyyy'.
- * Projected amount of funds available for use during no-cost extension:** Input field.
- * Explanation for what was completed for the research project during the project period:** Large text area.
- * Description of what the PI Expects to accomplish with the additional time, as well as how the projected balance will be utilized:** Large text area.
- * Authorized Institution Official:** Section with a dropdown menu labeled 'Select One'.
- Navigation:** 'Save My Work' and 'Submit' buttons at the bottom.



PLEASE NOTE: The **requested end date** may not exceed one (1) year from the current end date of the project. If the **requested end date** exceeds one year after the current project end date, the system **WILL NOT** allow you to move the No-Cost Extension request forward.



7. The status of the No-Cost Extension request will move from **In Progress** 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 approve the No-Cost Extension request. When the No-Cost Extension request is in **Pending PI Acceptance** status, the **Principal Investigator** of the award will find the **Pending PI Acceptance** No-Cost Extension request in the **Pending NCE** tile under the **My No Cost Extension (NCE)** module.





- When the status of the No-Cost Extension request is in **Pending PI Acceptance** status, the **Principal Investigator** will be able to view all the details entered in for the No-Cost Extension Request under the **NCE Details** tab. To approve the No-Cost Extension request, the **Principal Investigator** will need to provide their attestation under the **PI Acceptance** section by clicking on the check box. Once that has been completed, the **Principal Investigator** can move the No-Cost Extension request forward by clicking on the **PI Approved** button.

You are viewing the system as Bruce Wayne

My Awards My Applications Funding Opportunities External Requests User Guide Privacy & Security

Activity Type: No Cost Extension

Status: Pending PI Acceptance

Activity Owner: Bruce Wayne

NCE Number: 1

Prepared By: Bruce Wayne

GENERAL NCE DETAILS

Requested End Date: 06/30/2019

Projected amount of funds available for use during no-cost extension: \$10,000.00

Explanation for what was completed for the research project during the project period: This is the explanation for what was completed during the research project period.

Description of what the PI Expects to accomplish with the additional time, as well as how the projected balance will be utilized: This is the description for what the PI Expects to accomplish with the additional time, as well as how the projected balance will be utilized.

Authorized Institution Official: Clark Kent

PI Acceptance

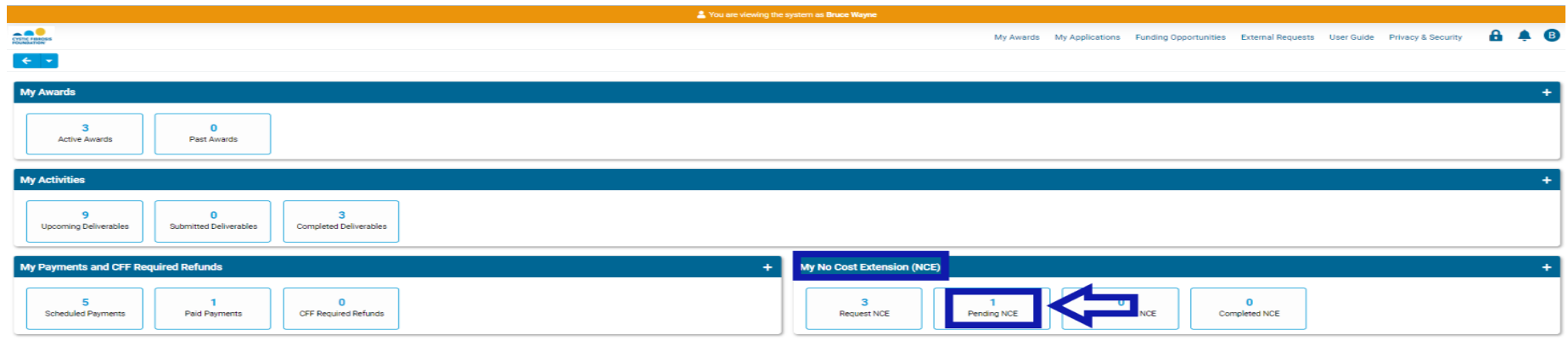
accept responsibility for the conduct of this project and will provide the required progress reports and other related documentation as necessary. In addition, I acknowledge my responsibilities under the CFF Terms and Conditions of Award, dated January 31, 2018 for this award and further certify that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

Save My Work PI Approved



9. The status of the No-Cost Extension request will move from **Pending PI Acceptance** status to **Pending AIO Acceptance** status. This means that the **Authorized Institution Official** that was previously entered into the **NCE Details** tab will need to review and approve the No-Cost Extension request. When the No-Cost Extension request is in **Pending AIO Acceptance** status, the **Authorized Institution Official** that was entered into the **NCE Details** tab will find the **Pending AIO Acceptance** No-Cost Extension request in the **Pending NCE** tile under the **My No Cost Extension (NCE)** module.

PLEASE NOTE: The **Authorized Institution Official** will not receive an email notification from the system once the status moves to **Pending AIO Acceptance**. The **Authorized Institution Official** must log into the system to be able to view the No-Cost Extension in **Pending AIO Acceptance** status.



10. When the status of the No-Cost Extension request is in **Pending AIO Acceptance** status, the **Authorized Institution Official** will be able to view all the details entered in for the No-Cost Extension Request under the **NCE Details** tab. To approve the No-Cost Extension request, the **Authorized Institution Official** will need to provide their attestation under the **AIO Acceptance** section by clicking on the check box. Once that has been completed, the **Authorized Institution Official** can **SUBMIT** the No-Cost Extension request to CFF for review by clicking on the **AIO Approved** button. **This is the final step for submitting the No-Cost Extension request for review by CFF.**



You are viewing the system as Clark Kent

Institution Profile My Awards My Applications User Guide Privacy & Security

1 of 1

Activity Type: No Cost Extension
Status: Pending AIO Acceptance
Activity Owner: Bruce Wayne
NCE Number: 1
Prepared By: Bruce Wayne

GENERAL NCE DETAILS

Requested End Date: 06/30/2019
Projected amount of funds available for use during no-cost extension: \$10,000.00
Explanation for what was completed for the research project during the project period: This is the explanation for what was completed during the research project period.
Description of what the PI Expects to accomplish with the additional time, as well as how the projected balance will be utilized: This is the description for what the PI Expects to accomplish with the additional time, as well as how the projected balance will be utilized.
Authorized Institution Official: Clark Kent

PI Acceptance - Name: Bruce Wayne PI Acceptance - Date: 06/06/2022 11:33 AM

AIO Acceptance

On behalf of the Awardee Institution, I accept responsibility for the financial conduct of this project and agree to provide the required financial reports and related documentation. In addition, I acknowledge and agree the CFF Terms and Conditions of Award, dated January 31, 2018, and any subsequent amendments agreed upon between CFF and the Awardee Institution, govern this award.

BACK AIO Approved

11. Once the **Authorized Institution Official** submits the No-Cost Extension request, the status of the No-Cost Extension request will move from **Pending AIO Acceptance** to **Submitted/Pending PA Acceptance** status. This means that the No-Cost Extension is pending review and approval by CFF. All Post-Award contacts associated with the award, who are listed on Page 2 of this guide, will be able to find the No-Cost Extension request in **Submitted/Pending PA Acceptance** status under the **Under Review NCE** tile of their **My No Cost Extension (NCE)** module.

You are viewing the system as Clark Kent

Institution Profile My Awards My Applications User Guide Privacy & Security

My Awards

- 3 Active Awards
- 0 Past Awards

My Activities

- 9 Upcoming Deliverables
- 0 Submitted Deliverables
- 3 Completed Deliverables

My Payments and CFF Required Refunds

- 5 Scheduled Payments
- 1 Paid Payments
- 0 CFF Required Refunds

My No Cost Extension (NCE)

- 3 Request NCE
- 0 Pending NCE
- 1 Under Review NCE** ←

You are viewing the system as Clark Kent

Institution Profile My Awards My Applications User Guide Privacy & Security

Under Review NCE

#	Award Number	Award ID	Institution	Status	PI
1	002150319	CC500	CFF Hospital Foundation	Pending PA Acceptance	Bruce Wayne

Revisions Requested:

1. If the No-Cost Extension request has been reviewed by CFF but not approved, you will find that the submitted No-Cost Extension request has been sent back by CFF in **Revisions Requested** status. You will find the No-Cost Extension in **Revisions Requested** status under the **Pending NCE** tile under the **My No Cost Extensions (NCE)** module.



You are viewing the system as Bruce Wayne

My Awards My Applications Funding Opportunities External Requests User Guide Privacy & Security

My Awards

3 Active Awards 0 Past Awards

My Activities

9 Upcoming Deliverables 0 Submitted Deliverables 3 Completed Deliverables

My Payments and CFF Required Refunds

5 Scheduled Payments 1 Paid Payments 0 CFF Required Refunds

My No Cost Extension (NCE)

3 Request NCE 1 Pending NCE 0 Pending NCE 0 Completed NCE

You are viewing the system as Bruce Wayne


My Awards My Applications Funding Opportunities External Requests User Guide Privacy & Security

Pending NCE

#	Award Number	Award ID	Institution	Status	PI
1	002150319	CC500	CFF Hospital Foundation	Revisions Requested	Bruce Wayne


- On the No-Cost Extension page, you will find the **Revisions Requested** by CFF in a text box. All Post-Award contacts associated with the award, who are listed on Page 2 of this guide, will be able to enter in all revisions requested for the No-Cost Extension request under the **NCE Details** tab. Once all revisions have been made, click on the **Submit Revision** button to re-submit the No-Cost Extension request for the Principal Investigator's review.

Status: Revisions Requested

* Activity Owner: Bruce Wayne 

NCE Number: 1

Prepared By: Bruce Wayne

 **Revisions Requested**
You will find all the revisions requested by CFF in this text box.

GENERAL

NCE DETAILS ←

* Requested End Date

06/30/2019 

* Projected amount of funds available for use during no-cost extension

\$10,000.00

* Explanation for what was completed for the research project during the project period

This is the explanation for what was completed during the research project period.

* Description of what the PI Expects to accomplish with the additional time, as well as how the projected balance will be utilized

This is the description for what the PI Expects to accomplish with the additional time, as well as how the projected balance will be utilized.

* Authorized Institution Official

Select the Authorized Institution Official who is responsible for this project. If the correct contact is not listed use the Add Authorized Institution Official button below to add the contact to the system. Please ensure that the AIO is correct, as the No-Cost Extension will automatically route to the person selected.

Clark Kent 

← BACK

 Save My Work

 Submit Revision ←




- The status of the revised No-Cost Extension request will move from **Requested Revisions** status to **Pending PI Acceptance** status. This means that the **Principal Investigator** of the award will need to review and approve the revised No-Cost Extension request. When the No-Cost Extension request is in **Pending PI Acceptance** status, the **Principal Investigator** of the award will find the **Pending PI Acceptance** No-Cost Extension request in the **Pending NCE** tile under the **My No Cost Extension (NCE)** module.

A screenshot of a web application dashboard. At the top, a navigation bar includes the Cystic Fibrosis Foundation logo, a user profile icon with the text "You are viewing the system as Bruce Wayne", and several menu items: "My Awards", "My Applications", "Funding Opportunities", "External Requests", "User Guide", and "Privacy & Security". Below the navigation bar, there are three main sections: "My Awards" with "3 Active Awards" and "0 Past Awards"; "My Activities" with "9 Upcoming Deliverables", "0 Submitted Deliverables", and "3 Completed Deliverables"; and "My Payments and CFF Required Refunds" with "5 Scheduled Payments", "1 Paid Payments", and "0 CFF Required Refunds". To the right of these sections is a "My No Cost Extension (NCE)" module. This module contains four tiles: "3 Request NCE", "1 Pending NCE" (highlighted with a blue box and a blue arrow pointing left), "0 In Progress NCE", and "0 Completed NCE".

- When the status of the revised No-Cost Extension request is in **Pending PI Acceptance** status, the **Principal Investigator** will be able to view all the details entered in for the revised No-Cost Extension Request under the **NCE Details** tab. To approve the revised No-Cost Extension request, the **Principal Investigator** will need to provide their attestation under the **PI Acceptance** section by clicking on the check box. Once that has been completed, the **Principal Investigator** can move the revised No-Cost Extension request forward by clicking on the **PI Approved** button.

Activity Type: No Cost Extension

Status: Pending PI Acceptance

* Activity Owner: Bruce Wayne 

NCE Number: 1

Prepared By: Bruce Wayne

GENERAL

NCE DETAILS



* Requested End Date

06/30/2019

JUMP TO

PI Acceptance

* Projected amount of funds available for use during no-cost extension

\$10,000.00

* Explanation for what was completed for the research project during the project period

This is the explanation for what was completed during the research project period.

* Description of what the PI Expects to accomplish with the additional time, as well as how the projected balance will be utilized

This is the description for what the PI Expects to accomplish with the additional time, as well as how the projected balance will be utilized.

* Authorized Institution Official

Select the Authorized Institution Official who is responsible for this project. If the correct contact is not listed use the Add Authorized Institution Official button below to add the contact to the system. Please ensure that the AIO is correct, as the No-Cost Extension will automatically route to the person selected.

Clark Kent

PI Acceptance

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.

BACK



Save My Work

PI Approved





- The status of the revised No-Cost Extension request will move from **Pending PI Acceptance** status to **Pending AIO Acceptance** status. This means that the **Authorized Institution Official** that was previously entered into the **NCE Details** tab will need to review and approve the revised No-Cost Extension request. When the revised No-Cost Extension request is in **Pending AIO Acceptance** status, the **Authorized Institution Official** that was entered into the **NCE Details** tab will find the **Pending AIO Acceptance** No-Cost Extension request in the **Pending NCE** tile under the **My No Cost Extension (NCE)** module

A screenshot of the Cystic Fibrosis Foundation user interface. The top navigation bar is orange and contains the text "You are viewing the system as Bruce Wayne" and several menu items: "My Awards", "My Applications", "Funding Opportunities", "External Requests", "User Guide", and "Privacy & Security". Below the navigation bar, there are three main sections: "My Awards" with 3 Active Awards and 0 Past Awards; "My Activities" with 9 Upcoming Deliverables, 0 Submitted Deliverables, and 3 Completed Deliverables; and "My Payments and CFF Required Refunds" with 5 Scheduled Payments, 1 Paid Payments, and 0 CFF Required Refunds. The "My No Cost Extension (NCE)" module is highlighted in blue and contains four tiles: "3 Request NCE", "1 Pending NCE" (which is highlighted with a blue box and a blue arrow pointing to it from the right), "1 NCE", and "0 Completed NCE".

- When the status of the revised No-Cost Extension request is in **Pending AIO Acceptance** status, the **Authorized Institution Official** will be able to view all the details entered in for the revised No-Cost Extension Request under the **NCE Details** tab. To approve the revised No-Cost Extension request, the **Authorized Institution Official** will need to provide their attestation under the **AIO Acceptance** section by clicking on the check box. Once that has been completed, the **Authorized Institution Official** can **RE-SUBMIT** the revised No-Cost Extension request to CFF for review by clicking on the **AIO Approved** button. **This is the final step for submitting the revised No-Cost Extension request for review by CFF.**



7. Once the **Authorized Institution Official** resubmits the revised No-Cost Extension request, the status of the revised No-Cost Extension request will move from **Pending AIO Acceptance** to **Submitted/Pending PA Acceptance** status. This means that the revised No-Cost Extension is pending review and approval by CFF. All Post-Award contacts associated with the award, who are listed on Page 2 of this guide, will be able to find the revised No-Cost Extension request in **Submitted/Pending PA Acceptance** status under the **Under Review NCE** tile of their **My No Cost Extension (NCE)** module.



You are viewing the system as Clark Kent

Institution Profile My Awards My Applications User Guide Privacy & Security

My Awards

3 Active Awards 0 Past Awards

My Activities

9 Upcoming Deliverables 0 Submitted Deliverables 3 Completed Deliverables

My Payments and CFF Required Refunds

5 Scheduled Payments 1 Paid Payments 0 CFF Required Refunds

My No Cost Extension (NCE)

3 Request NCE 0 Pending NCE 1 Under Review NCE

You are viewing the system as Clark Kent

Institution Profile My Awards My Applications User Guide Privacy & Security

Under Review NCE

#	Award Number	Award ID	Institution	Status	PI
1	002150319	CC500	CFF Hospital Foundation	Pending PA Acceptance	Bruce Wayne

No-Cost Extension Approval:

1. When the No-Cost Extension request has been **reviewed and approved** by CFF, all Post-Award contacts associated with the award, who are listed on Page 2 of this guide, will be able to find the approved No-Cost Extension request in the **Completed NCE** tile under the **My No Cost Extension (NCE)** module. The status of the No-Cost Extension request will move from **Submitted/Pending PA Acceptance** status to **Completed** status. This means that the No-Cost Extension request has been approved by CFF and the award has been granted the new requested project end date listed on the No-Cost Extension request.



You are viewing the system as Bruce Wayne

My Awards My Applications Funding Opportunities External Requests User Guide Privacy & Security

My Awards

3 Active Awards 0 Past Awards

My Activities

9 Upcoming Deliverables 0 Submitted Deliverables 3 Completed Deliverables

My Payments and CFF Required Refunds

5 Scheduled Payments 1 Paid Payments 0 CFF Required Refunds

My No Cost Extension (NCE)

3 Request NCE 0 Pending NCE 0 Under Review NCE 1 Completed NCE

You are viewing the system as Bruce Wayne

My Awards My Applications Funding Opportunities External Requests User Guide Privacy & Security

Completed NCE

#	Award Number	Award ID	Institution	Status	PI
1	002150319	CC500	CFF Hospital Foundation	Completed	Bruce Wayne

IMPORTANT NOTES:

- When a No-Cost Extension request is approved, the Final Deliverables (which are typically the Final Scientific Report and Final Report of Expenditures) will have a new schedule date of three months after the new No-Cost Extension requested project end date.
 - For example, if the approved No-Cost Extension requested end date is 1/31/2022, the scheduled date (due date) for the final deliverables will be updated to 4/1/2022.
- You may request a subsequent No-Cost Extension request after the first No-Cost Extension request no sooner than 90 days before the end of the first No-Cost Extension project end date.



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 red box and a red arrow pointing to it), 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. (Note: If you are a Mentor on an award with the CF Foundation, those awards will be displayed here.)
- 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.

- 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.

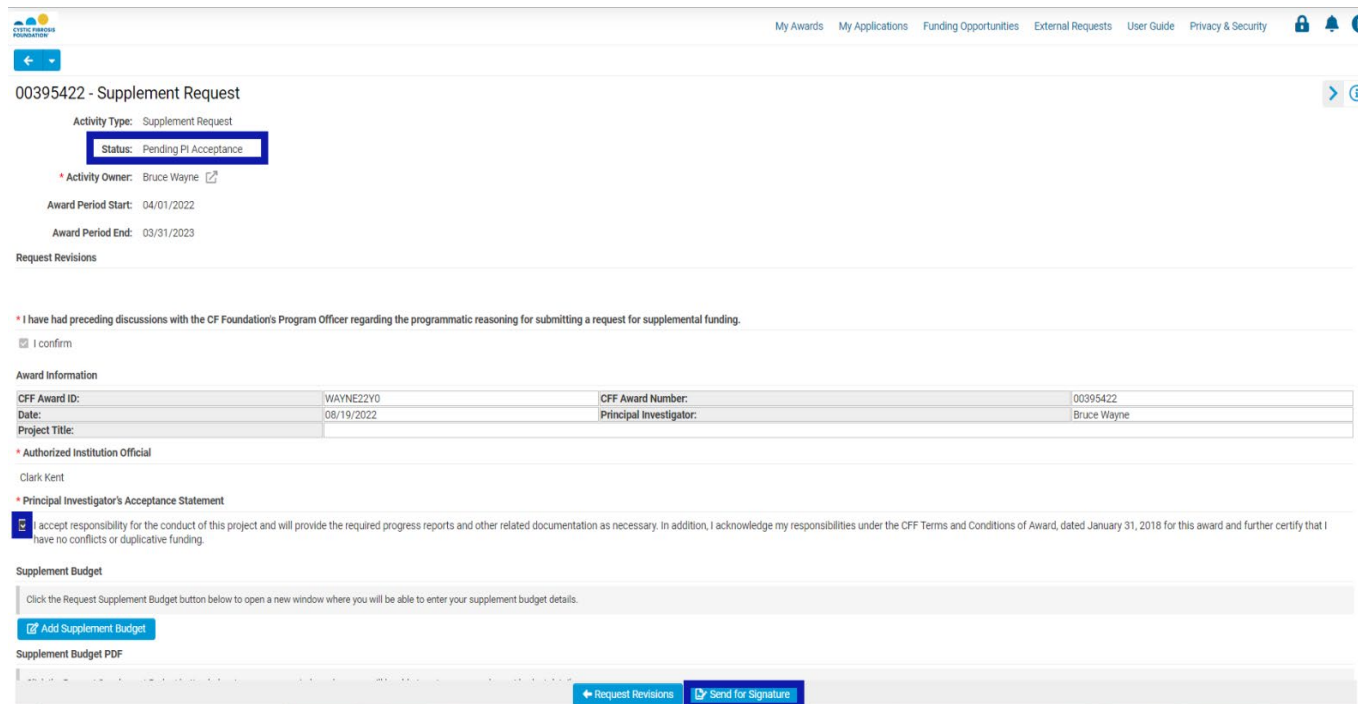
Principal Investigator:	Bruce Wayne	Application Number:	00395422
Institution Name:	CFF Hospital Foundation		
Budget Period From:	06/08/2022	To:	03/31/2023

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 user interface. In the 'My Awards' section, there are two tiles: '1 Active Awards' and '0 Past Awards'. In the 'My Activities' section, there are three tiles: '10 Upcoming Deliverables', '0 Pending Deliverables', and '3 Completed Deliverables'. A blue box highlights the '10 Upcoming Deliverables' tile, and a blue arrow points from it to the '0 Pending Deliverables' tile.

The screenshot shows the 'Upcoming Deliverables' table with 10 rows. A blue box highlights the 8th row, and a blue arrow points from it to the right. The table has columns for #, Award ID, Award Number, Deliverable, Deadline, Status, Award Period, and Description.

#	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	



How to Request a Change of Principal Investigator

All Change of PI requests must be completed at least one month prior to the proposed date of change within the Grants Management System. A bio sketch (NIH form is acceptable) of the proposed PI and Other Support Document for the Proposed PI must be uploaded as part of the request. The Cystic Fibrosis Foundation (CFF) must approve changes in key personnel in advance. Please note that changes in key personnel are not automatically approved.

Change of PI Status Quick Reference Guide

Status	Pending	Pending PI Acceptance	Pending AIO Acceptance	Under CFF Program Officer Review	Under CFF Program Administrator Review	Revisions Requested	Approved	Cancelled (Declined)
Definition	Change of PI request is now created	Change of PI is pending former the Principal Investigator Review and Approval	Change of PI is pending Authorized Institution Official's Review and Approval	Change of PI has been submitted to CFF and is pending CFF Program Officer Review	Change of PI has been submitted to CFF and is pending CFF Program Administrator Review	Change of PI has been sent back for Revisions Requested and must be re-submitted to CFF	Change of PI Request has been reviewed and approved by CFF	Change of PI Request has been reviewed and declined by CFF
Location of Change of PI Request	Pending Requests Module	Pending Requests Module	Pending Requests Module	Under CFF Review Module	Under CFF Review Module	Pending Requests Module	CFF Determinations Module	CFF Determinations Module

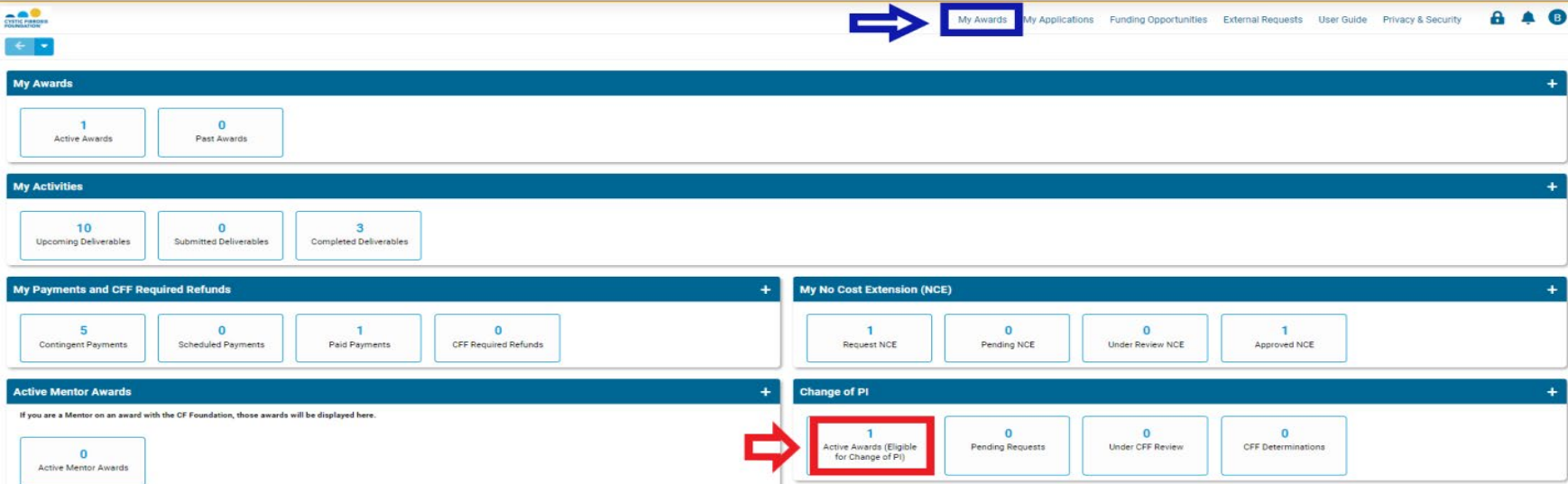


Change of PI Contact Permissions Quick Reference Guide

Status/Contact	Pending	In Progress	Pending PI Acceptance	Pending AIO Acceptance	Revisions Requested	Under CFF Program Administrator Review	Under CFF Program Officer Review	Approved	Cancelled (Declined)
Principal Investigator	View Edit	View Edit	View Edit	View Only	View Edit	View Only	View Only	View Only	View Only
Co-Investigator	View Only	View Only	View Only	View Only	View Only	View Only	View Only	View Only	View Only
Post-Award Contact	View Only	View Only	View Only	View Only	View Only	View Only	View Only	View Only	View Only
Financial Officer	View Only	View Only	View Only	View Only	View Only	View Only	View Only	View Only	View Only
Grants Officer	View Edit	View Edit	View Only	View Only	View Edit	View Only	View Only	View Only	View Only
Authorized Institution Official	View Edit	View Edit	View Only	View Edit	View Edit	View Only	View Only	View Only	View Only

How to Request a Change of Principal Investigator

1. To request a Change of PI, go to the **Change of PI** module under the **My Awards** homepage and click on the **Active Awards Eligible for a Change of PI** tile



The screenshot shows the 'My Awards' homepage. The navigation bar includes 'My Awards', 'My Applications', 'Funding Opportunities', 'External Requests', 'User Guide', and 'Privacy & Security'. The main content area is divided into several sections:

- My Awards:** 1 Active Awards, 0 Past Awards.
- My Activities:** 10 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):** 1 Request NCE, 0 Pending NCE, 0 Under Review NCE, 1 Approved NCE.
- Active Mentor Awards:** 0 Active Mentor Awards.
- Change of PI:** 1 Active Awards (Eligible for Change of PI), 0 Pending Requests, 0 Under CFF Review, 0 CFF Determinations.

A blue arrow points to the 'My Awards' link in the navigation bar. A red arrow points to the 'Active Awards (Eligible for Change of PI)' tile in the Change of PI section.

2. On the **Active Awards Eligible for a Change of PI** 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 Change of PI. Click the **Request a Change of PI** button to create a Change of PI request for that award.



Award	Institution	Award Type	Principal Investigator	Award Period	Award Amount	
00286219 - Wayne	CFF Hospital Foundation	Therapeutic Development Center Award	Bruce Wayne	07/01/2019 - 06/30/2020	\$44,685.00	Request Change of PI

PLEASE NOTE: You will only be able to view the award under the **Active Awards Eligible for Change of PI** tile only if the **Principal Investigator** of the award has added you as a contact to their award AND if you are a Post-Award contact listed on Page 2 of this guide. (For more information, see refer to the guide [“How to Add Contacts”](#))

- 3. When you click on the **Request Change of PI** button, the system will create a Change of PI request in **Pending** status. You will first need to fill out the Last Date of the Current PI and the First Date of the Proposed PI.

00286219 - Change Of PI Request

Activity Type: Change Of PI Request
Status: Pending
Activity Owner: Bruce Wayne

Please complete this form to be signed by both the current and proposed Principal Investigators (PI), as well the appropriate institutional official at least one month prior to the proposed date of change. A biosketch (NIH form is acceptable) of the proposed PI must be attached. The Cystic Fibrosis Foundation (CFF) must approve changes in key personnel in advance. Please note that changes in key personnel are not automatically approved. Email this form and any additional required documents to grants@cff.org.

Award Information

Project Title
CFF Award Number: 00286219
Project Period: 07/01/2019 to 06/30/2020
* Last Date Of Current PI: [mm/dd/yyyy]

* First Date Of Proposed PI: [mm/dd/yyyy]

Current Principal Investigator

Name: Bruce Wayne
Address: 4550 Montgomery Ave.
Email: bwayne@fake.fake
Phone: 301-555-1215



- The next step is to fill out the remaining information on the Change of PI request page. You must enter in the contact information of the Proposed Principal Investigator, the Reason for the Change of Principal Investigator, the **Authorized Institution Official** who will sign off on the Change of PI Request and the Supporting Documents for the Proposed PI. To move the request forward, click the **Submit to PI** button to submit the request to the **current Principal Investigator** for review.

A screenshot of a web form titled "00286219 - Change Of PI Request". The form is divided into several sections, each with a blue header and a blue border. The sections are: "Proposed Principal Investigator" (with fields for Name, Address, Email, and Phone), "Reason For Change" (with a large text area), "Authorized Institution Official" (with a Name field), "Disclaimer" (with a checkbox and text), and "Supporting Documents" (with two upload buttons). At the bottom of the form, there is a "Save My Work" button on the left, a large blue arrow pointing right in the center, and a "Submit to PI" button on the right. The top right of the page has navigation links: "Institution Profile", "My Awards", "My Applications", "External Requests", and "User Guide".



- The status of the Change of PI 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 Change of PI Request to the **Authorized Institution Official** for review. When the Change of PI request is in **Pending PI Acceptance** status, the **Principal Investigator** of the award will find the **Pending PI Acceptance** Change of PI request in the **Pending Requests** tile under the **Change of PI** module.

A screenshot of the Cystic Fibrosis Foundation user interface. The top navigation bar includes links for Institution Profile, My Awards, My Applications, External Requests, User Guide, and Privacy & Security. The main content area is divided into several sections: "My Awards" (1 Active Awards, 0 Past Awards), "My Activities" (10 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), "Active Mentor Awards" (0 Active Mentor Awards), "My No Cost Extension (NCE)" (1 Request NCE, 0 Pending NCE, 0 Under Review NCE, 1 Approved NCE), and "Change of PI" (1 Active Awards (Eligible for Change of PI), 1 Pending Requests, 0 CFF Review, 0 CFF Determinations). The "Pending Requests" tile in the "Change of PI" section is highlighted with a blue box and a blue arrow pointing to it from the "CFF Review" tile.

- Under **Pending PI Acceptance** status, the **Principal Investigator** can either Request Revisions or Submit the request to the **Authorized Institution Official**. To approve the request, click on the **Submit to AIO** button.



00286219 - Change Of PI Request

Activity Type: Change Of PI Request
Status: Pending PI Acceptance
Activity Owner: Bruce Wayne

Request Revisions

Please complete this form to be signed by both the current and proposed Principal Investigators (PI), as well as the appropriate institutional official at least one month prior to the proposed date of change. A biosketch (NIH form is acceptable) of the proposed PI must be attached. The Cystic Fibrosis Foundation (CFF) must approve changes in key personnel in advance. Please note that changes in key personnel are not automatically approved. Email this form and any additional required documents to grants@cff.org.

Award Information

Project Title
CFF Award Number: 00286219
Project Period: 07/01/2019 to 06/30/2020
Last Date Of Current PI: 08/31/2019
First Date Of Proposed PI: 09/01/2019

Current Principal Investigator

Name: Bruce Wayne
Address: 4550 Montgomery Ave.
Email: bwayne@fake.fake
Phone: 301-555-1213

Proposed Principal Investigator

Request Revisions | Submit to AIO

JUMP TO: Award Information, Current Principal Investigator, Proposed Principal Investigator, Reason For Change, Authorized Institution Official, Disclaimer, Supporting Documents

- The status of the Change of PI request will move from **Pending PI Acceptance** status to **Pending AIO Acceptance** status. This means that the **Authorized Institution Official** of the award will need to review the details of the request and submit the Change of PI Request to the CFF for review and approval. When the Change of PI request is in **Pending AIO Acceptance** status, the **Authorized Institution Official** of the award will find the **Pending AIO Acceptance** Change of PI request in the **Pending Requests** tile under the **Change of PI** module.



Institution Profile My Awards My Applications External Requests User Guide Privacy & Security

My Awards

1 Active Awards	0 Past Awards
-----------------	---------------

My Activities

10 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)

1 Request NCE	0 Pending NCE	0 Under Review NCE	1 Approved NCE
---------------	---------------	--------------------	----------------

Active Mentor Awards

If you are a Mentor on an award with the CF Foundation, those awards will be displayed here.

0 Active Mentor Awards

Change of PI

1 Active Awards (Eligible for Change of PI)	1 Pending Requests	0 CFF Review	0 CFF Determinations
---	--------------------	--------------	----------------------

- When the status of the Change of PI request is in **Pending AIO Acceptance** status, the **Authorized Institution Official** will be able to view all the details entered in for the Change of PI Request. To approve the Change of PI request and submit to CFF for review, the **Authorized Institution Official** will need to provide their attestation under the **AIO Acceptance** section by clicking on the check box. Once that has been completed, the **Authorized Institution Official** can move the Change of PI request to CFF for review by clicking on the **Submit to PO** button. **This is the final step for submitting the Change of PI request for review by CFF.**



00286219 - Change Of PI Request

Activity Type: Change Of PI Request
Status: Pending AIO Acceptance
* Activity Owner: Bruce Wayne

Request Revisions

Please complete this form to be signed by both the current and proposed Principal Investigators (PI), as well the appropriate institutional official at least one month prior to the proposed date of change. A biosketch (NIH form is acceptable) of the proposed PI must be attached. The Cystic Fibrosis Foundation (CFF) must approve changes in key personnel in advance. Please note that changes in key personnel are not automatically approved. Email this form and any additional required documents to grants@cff.org.

Award Information

Project Title

CFF Award Number
00286219

Project Period
07/01/2019 to 06/30/2020

* Last Date Of Current PI
06/31/2019

* First Date Of Proposed PI
09/01/2019

Current Principal Investigator

Name
Bruce Wayne

Address
4350 Montgomery Ave.

Email
bwayne@fake.fake

Phone
301-555-1215

Proposed Principal Investigator

Request Revisions | Submit to PI

9. Once the **Authorized Institution Official** submits the Change of PI request, the status of the Change of PI request will move from **Pending AIO Acceptance** to **Under CFF Program Officer Review** status. This means that the Change of PI is pending review and approval by CFF. All Post-Award contacts associated with the award, who are listed on Page 2 of this guide, will be able to find the Change of PI request in **Under CFF Program Officer Review** status under the **Under CFF Review** tile of their **Change of PI** module.



Change of PI Approval:

1. When the Change of PI request has been **reviewed and approved** by CFF, all Post-Award contacts associated with the award, who are listed on Page 2 of this guide, will be able to find the approved Change of PI request in the **CFF Determinations** tile under the **Change of PI** module. The status of the Change of PI request will be in **Approved** status. This means that the Change of PI request has been approved by CFF and the award the Change of PI has been completed in the system. The **new Principal Investigator** will receive a notification from the system that signifies that the Change of PI has been approved and that the Change of PI Award Letter is pending signature.

The screenshot shows the CFF Determinations tile in the 'Change of PI' module. The tile displays four categories: Active Awards (Eligible for Change of PI) with 1, Pending Requests with 0, Under CFF Review with 0, and CFF Determinations with 1. The CFF Determinations tile is highlighted with a blue border. Below the tile, the details for a Change of PI Request (ID: 00286219) are shown. The request is in 'Approved' status, and the Activity Owner is Bruce Wayne. A blue arrow points to the 'Approved' status. Below the details, there is a section for 'Award Information' with fields for Project Title, CFF Award Number (00286219), Project Period (07/01/2019 to 06/30/2020), Last Date Of Current PI (08/31/2019), and First Date Of Proposed PI (09/01/2019). There is also a section for 'Current Principal Investigator'.

Active Mentor Awards +

If you are a Mentor on an award with the CF Foundation, those awards will be displayed here.

0 Active Mentor Awards

Change of PI +

1 Active Awards (Eligible for Change of PI) 0 Pending Requests 0 Under CFF Review 1 CFF Determinations

Institution Profile My Awards My Applications External Requests User Guide Privacy & St

00286219 - Change Of PI Request

Activity Type: Change Of PI Request

Status: Approved

Activity Owner: Bruce Wayne

Please complete this form to be signed by both the current and proposed Principal Investigators (PI), as well as the appropriate institutional official at least one month prior to the proposed date of change. A biosketch (NIH form is acceptable) of the proposed PI must be attached. The Cystic Fibrosis Foundation (CFF) must approve changes in key personnel in advance. Please note that changes in key personnel are not automatically approved. Email this form and any additional required documents to grants@cff.org.

▼ Award Information

Project Title

CFF Award Number

00286219

Project Period

07/01/2019 to 06/30/2020

Last Date Of Current PI

08/31/2019

First Date Of Proposed PI

09/01/2019

▼ Current Principal Investigator



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". Below this is the "My Activities" section with 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 one award with the following details: Award ID 00286219 - Wayne, Institution CFF Hospital Foundation, Award Type Therapeutic Development Center Award, Principal Investigator Bruce Wayne, Project Period 07/01/2019 - 06/30/2020, and Award Amount \$43,000.00. Two buttons are visible at the end of the row: "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 set to "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

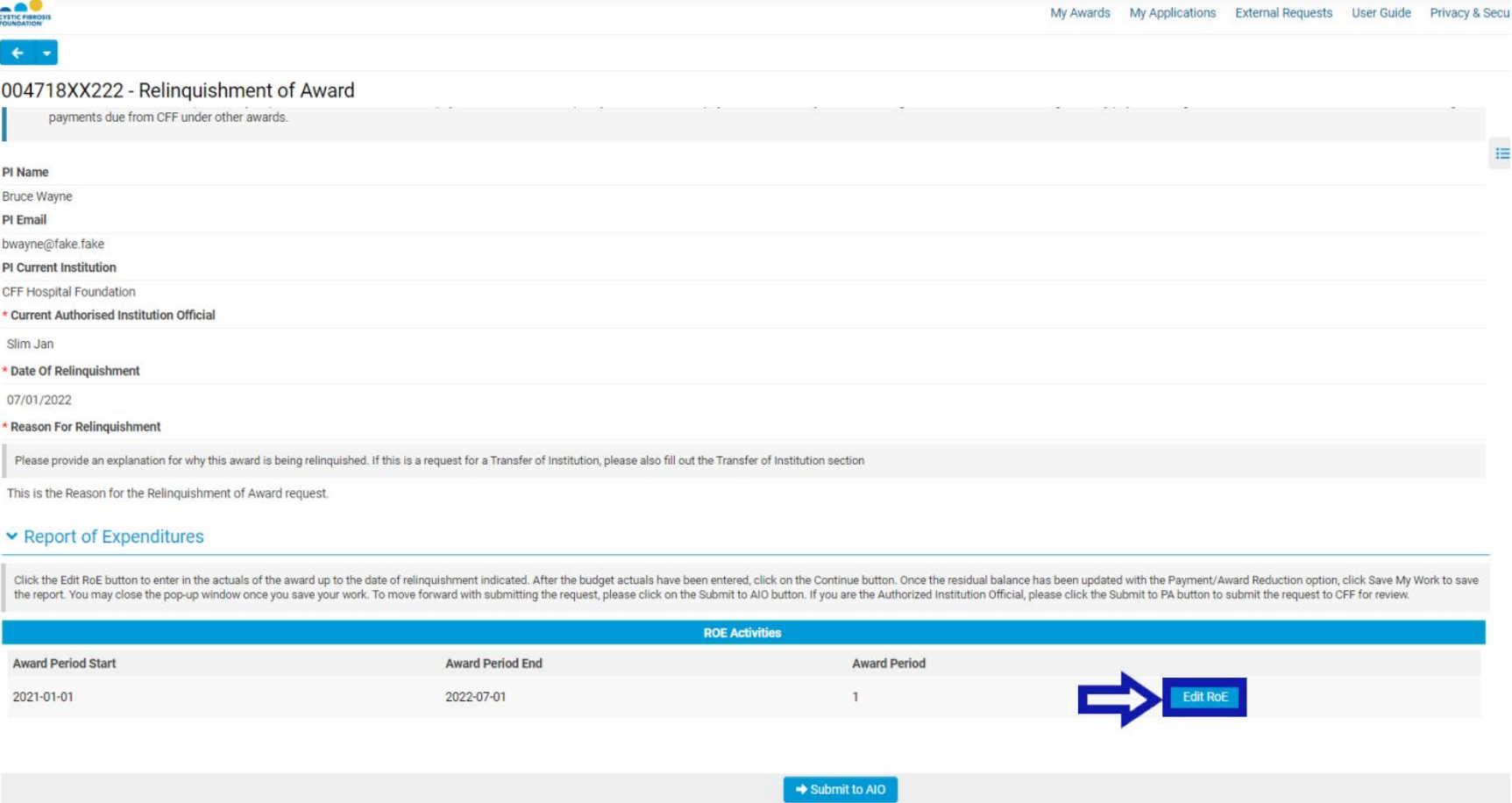
* Other Support Page
[Upload Icon]

* 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 of the page 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 🔗 ✕

←

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)
-----------------	-------------	--------	--

Budget Actuals PDF: [View](#)

Balance: \$12,500.00

Balance:

Prepared By: Test Test

Budget PDF: [Print](#)

[Save My Work](#)

[Continue](#)


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.

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

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



← New

004718XX222 - Wayne

Status: Closed

Institution: CFF Hospital Foundation

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

Funding Decision:

LOI Application Full Print:

Full Application:

File Name

Principal Investigator: Bruce Wayne

RFA Name: Relinquishment of Award

Application Full Print:

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
--------------------------	-------------------------	--------------------	---------------------------

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.



How to Edit Subcontractor Budgets for the Report of Expenditures and Renewal Budget & Progress Reports

Subcontractor budget(s) associated to an award record are initially entered in at the application phase of the award. When the application is approved to fund, the subcontractor budget(s) will be available to view/edit once the award has been issued. The subcontractor budget(s) will be available to view/edit when completing the Renewal Budget & Progress Report and the Report of Expenditures. For applications/awards that include a subcontract with a third party, the applicant/awardee may request indirect costs on the first \$25,000 of each subcontract per project period. Negotiations of subcontracts are between the applicant institution and the subcontractor.

Renewal Budget & Progress Reports - Subcontractor Budgets

(Please refer to the guide “How to Complete the Renewal Budget & Progress Report” for further guidance on the submission of the Renewal Budget & Progress Report)

1. You may find all pending deliverables including your Renewal Budget & Progress Report by clicking on **Upcoming Deliverables** under **My Activities**. **PLEASE NOTE:** You will only be able to view deliverables associated to an Award if the **Principal Investigator** has added you as a contact to their award (For more information, refer to “How to Add Contacts” guide)

A screenshot of the Cystic Fibrosis Foundation user dashboard. The top navigation bar includes the logo, a search bar, and links for "My Awards", "My Applications", "Funding Opportunities", "External Requests", "User Guide", and "Privacy & Security". The main content area is divided into three sections: "My Awards" with 1 Active Award and 0 Past Awards; "My Activities" with 3 Upcoming Deliverables (highlighted with a red box), 0 Submitted Deliverables, and 2 Completed Deliverables; and "My Payments" with 2 Scheduled Payments and 0 Paid Payments.



- The **Upcoming Deliverables** page lists all outstanding deliverables for a given award. To begin, select the **Renewal Budget & Progress Report** in **Pending** status.

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	WAYNE23G2	005477G223	Award Letter	04/01/2023	Pending	03/01/2023 - 02/29/2024	
2	WAYNE23G2	005477G223	Renewal Budget & Progress Report	12/02/2023	Pending	03/01/2023 - 02/29/2024	
3	WAYNE23G2	005477G223	Report of Expenditures	05/31/2024	Pending	03/01/2023 - 02/29/2024	

- On the Renewal Budget & Progress Report page, select **Begin Preparation**. This will update the status of the Renewal Budget & Progress Report to **In Progress**.

005477G223 - Renewal Budget & Progress Report

RFA Name:
Activity Type: Renewal Budget & Progress Report
Status: Pending * Scheduled Date: 12/02/2023
* Activity Owner: Bruce Wayne
Award Period Start: 03/01/2023
Award Period End: 02/29/2024
Original Budget File:
Budget Period: From 03/01/2024 To 02/28/2025
Balance:

Budget Access
Budget and report of expenditure details can only be viewed by the Principal Investigator, CF Center Director [for care center grants] and Financial/Grants Officer. If any other contacts should have the ability to view and enter budget or report of expenditure details enter their name below and select them if contact does not appear they must first be added as a contact on the award. Multiple contacts can be selected.

* Authorized Institution Official
Select the Authorized Institution Official who is responsible for this project.

* Principal Investigator's Acceptance Statement:
Face Page: [View / Save](#)
Signed Face Page:

Renewal Report

* Renewal Report
Please download the template found [here](#), complete it and upload it below.

[Save My Work](#) [Begin Preparation](#)



- When the **Renewal Budget & Progress Report** is in *In Progress* status, you will be able to view/edit the Subcontractor Budget(s) associated with the award record. To view/edit a Subcontractor Budget, select **Enter Budget** next to the Subcontractor Budget line-item.
PLEASE NOTE: Only the **Principal Investigator, Financial Officer, or Grants Officer** can edit the Subcontractor Budget. If you are a contact that needs to enter in the budget, you must request **Budget Access** from the **Principal Investigator** (Refer to the guide “How to Grant Budget Access”).

005477G223 - Renewal Budget & Progress Report

▼ Renewal Budget

Budget PDF: Print

Budget: Open

Generated Budget PDF:

I confirm that subcontractor actuals for this reporting period have been entered.

Subcontractor Budgets				
Co-Investigator	Institution	Status	Total Subcontractor Budget (including indirects)	
Subcontractor One	Sub1 Institution	Submitted	\$50,000.00	
Subcontractor Two	Sub2 Institution	Submitted	\$50,000.00	
Subcontractor Three	Sub3 Institution	Submitted	\$50,000.00	

- In the Subcontractor Budget pop-up window, select the **Award Period Year** that the **Renewal Budget & Progress Report** is reporting on (the Budget Period Year). Enter in all the budget details of the Subcontractor Budget including the Indirect Costs (if applicable). Select **Save** then **Close Budget** to close the Subcontractor Budget pop-up window. Select **Save My Work** on the **Renewal Budget & Progress Report** page to save the budgetary information entered in the Subcontractor Budget details.
PLEASE NOTE: The Subcontractor Budget pop-up window WILL NOT allow you to edit any budget details for the previous or future award period year(s) of the award. The Subcontractor Budget pop-up window will only allow you to edit the Subcontractor Budget details of the award period that correlates to the Renewal Budget & Progress Report budget period.



005477G223 - Renewal Budget & Progress Report

RFA Name:

Activity Type: Renewal Budget & Progress Report

Status: In Progress

* Activity Owner: Bruce Wayne

Award Period Start: 03/01/2023

Award Period End: 02/29/2024

Original Budget File:

Budget Period: From 03/01/2024 To 02/28/2025

Balance:

Budget Access

Budget and report of expenditure details can only be viewed by the Principal Investigator, CF Center Director [for care center grants] and contact does not appear they must first be added as a contact on the award. Multiple contacts can be selected.

Search and select

* Authorized Institution Official

Select the Authorized Institution Official who is responsible for this project.

Select One

* Principal Investigator's Acceptance Statement:

Face Page: [View / Save](#)

Signed Face Page:

➤ Renewal Report

▼ Renewal Budget

[Save My Work](#)

Subcontractor Budget - Work - Microsoft Edge

https://cff.smartsimplebk.com/s_viewpagefield.jsp?fieldid=1682680&codedid=SU1NMgFADIEMGWc4R0Evc...

Period 1 **Period 2** Summary

Principal Investigator:	Bruce Wayne	Application Number:	005477G223
Institution Name:	Gotham Institute		
Budget Period From:	03/01/2024	To:	02/28/2025

Salaries & Benefits (Salaries are restricted to the Federal salary cap (\$212,100.00 in 2023.))

Consultant Expenses (Refer to CFF Policies and Guidelines for requirements and allowable costs.)

Travel (Travel cannot exceed \$15,000.00 per person/per year.)

Consumable Supplies (Itemize by category, e.g., general clinical, office, etc.)

Major Equipment (Must list items greater than \$5,000 each)

Other Expenses (Indirects Allowed) (Itemize by category, e.g., education materials, minor equipment.)

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

Total Direct Costs:	\$45,000.00
Modified Total Direct Costs:	\$45,000.00
Indirect Costs:	\$5,000.00
<small>(If allowable. Refer to CFF Policies and Guidelines. Not to exceed 12% or \$5,400.00.)</small>	
Total Projected Budget:	\$50,000.00

➡ [Save Year 2](#) [Close Budget](#) ⬅

➔ Pending PI Acceptance



- Once the Subcontractor Budget(s) have been entered in, select the check box next to “I confirm that subcontractor actuals for this reporting period have been entered.” to acknowledge that the Subcontractor Budget(s) related to the **Renewal Budget & Progress Report** budget period have been reviewed.

Renewal Budget

Budget PDF: [Print](#)

Budget: [Open](#)

Generated Budget PDF: [Download](#)

I confirm that subcontractor actuals for this reporting period have been entered.

Subcontractor Budgets			
Co-Investigator	Institution	Status	Total Subcontractor Budget (including indirects)
Subcontractor One	Sub1 Institution	Submitted	\$50,000.00

[Enter Budget](#)

- To view the Total Summary of the Subcontract Budget(s), select **Open** next to the **Budget** field to open the **Renewal Budget & Progress Report** renewal budget detail. Under the **Subcontractor Summary** expense category, you will find your updated Subcontractor Budget(s) **Total Subcontractor Budget** amount(s) and the **Modified Total Direct Cost** of the Subcontractor Budget(s). The Subcontractor Budget(s) for the **Renewal Budget & Progress Report** are now ready to submit as part of the renewal budget.

Renewal Budget

Budget PDF: [Print](#)

Budget: [Open](#)

Generated Budget PDF: [Download](#)

I confirm that subcontractor actuals for this reporting period have been entered.

Co-Investigator	Institution	Status	Total Subcontractor Budget (including indirects)	Modified Total Direct Cost
Subcontractor One	Sub1 Institution	Submitted	\$50,000.00	\$0.00
Subcontractor Two	Sub2 Institution	Submitted	\$50,000.00	\$0.00
Subcontractor Three	Sub3 Institution	Submitted	\$50,000.00	\$0.00
Subtotal:			\$150,000.00	\$0.00

Subcontractor Summary (Enter indirect costs on Subcontractor amounts if allowable - refer to CFF Policies and Guidelines.)

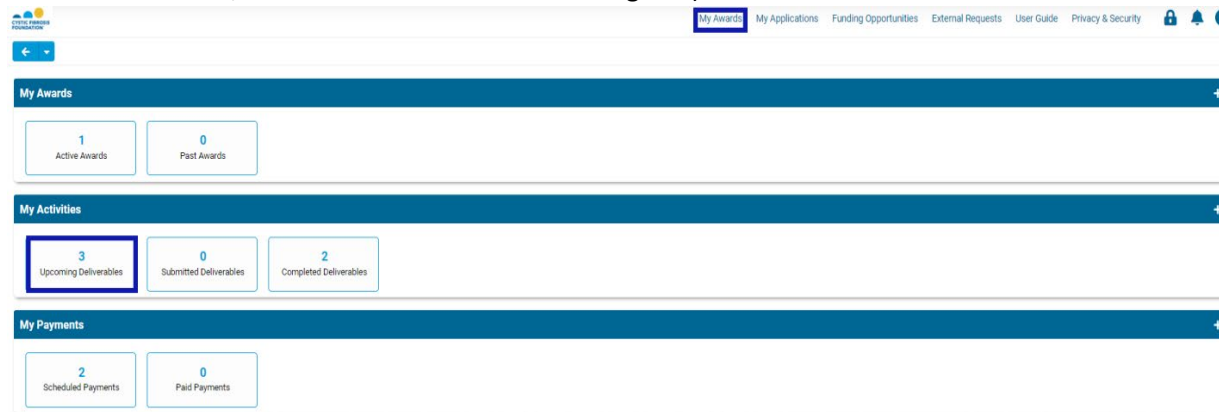
Total Direct Costs:	\$150,000.00
Maximum Amount for Period \$200,000.00	
Modified Total Direct Costs:	\$0.00
Indirect Costs:	\$0.00
(If allowable. Refer to CFF Policies and Guidelines. Must be less than \$0.00.)	
Total Estimated Budget:	\$150,000.00

[Save Year 2](#) [Close Budget](#)

Report of Expenditures - Subcontractor Budgets

(Please refer to the guide “How to Enter in Financial Reports” and “How to Enter in the Report of Expenditures” for further guidance on the submission of the Report of Expenditures)

- You may find all pending deliverables including your **Report of Expenditures** by clicking on **Upcoming Deliverables** under **My Activities**. **PLEASE NOTE:** You will only be able to view deliverables associated to an Award if the **Principal Investigator** has added you as a contact to their award (For more information, refer to “How to Add Contacts” guide)



My Awards

- 1 Active Awards
- 0 Past Awards

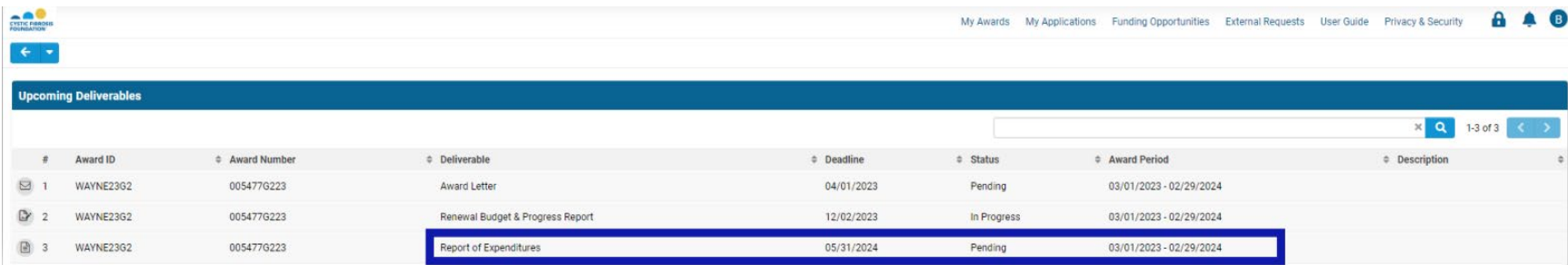
My Activities

- 3 Upcoming Deliverables
- 0 Submitted Deliverables
- 2 Completed Deliverables

My Payments

- 2 Scheduled Payments
- 0 Paid Payments

- The **Upcoming Deliverables** page lists all outstanding deliverables for a given award. To begin, select the **Report of Expenditures** in **Pending** status.



#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	WAYNE23G2	005477G223	Award Letter	04/01/2023	Pending	03/01/2023 - 02/29/2024	
2	WAYNE23G2	005477G223	Renewal Budget & Progress Report	12/02/2023	In Progress	03/01/2023 - 02/29/2024	
3	WAYNE23G2	005477G223	Report of Expenditures	05/31/2024	Pending	03/01/2023 - 02/29/2024	



3. On the Report of Expenditures page, select **Begin Preparation**. This will update the status of the Report of Expenditures to **In Progress**.

005477G223 - Report of Expenditures

RFA Name: |

Activity Type: Report of Expenditures

Status: Pending * Scheduled Date: 05/31/2024

* Activity Owner: Bruce Wayne

CFF Award Number:	WAYNE2302	Report Date:	03/07/2023
Center Number:		Principal Investigator:	Bruce Wayne
Program Number:		Institution Name:	Gotham Institute
Award Amount:		Budget Period:	From: 03/01/2023 To: 02/29/2024

Award Period Start: 03/01/2023
Award Period End: 02/29/2024

Budget Access

Budget and report of expenditure details can only be viewed by the Principal Investigator, CF Center Director (for care center grants) and Financial/Grants Office; if any other contacts should have the ability to view and enter budget or report of expenditure details enter their name below and select them from the resulting list. If the contact does not appear they must be added as a contact on the award. Multiple contacts can be selected.

[Save My Work](#) [Begin Preparation](#)

4. When the **Report of Expenditures** is in **In Progress** status, you will be able to view/edit the Subcontractor Budget(s) associated with the award record. To view/edit a Subcontractor Budget, select Enter Budget next to the Subcontractor Budget line-item. **PLEASE NOTE:** Only the **Principal Investigator**, **Financial Officer**, or **Grants Officer** can edit the Subcontractor Budget. If you are a contact that needs to enter in the budget, you must request Budget Access from the **Principal Investigator** (Refer to the guide “How to Grant Budget Access”).

005477G223 - Report of Expenditures

RFA Name:

Activity Type: Report of Expenditures

Status: In Progress * Scheduled Date: 05/31/2024

* Activity Owner: Bruce Wayne

CFF Award Number:	WAYNE2302	Report Date:	03/07/2023
Center Number:		Principal Investigator:	Bruce Wayne
Program Number:		Institution Name:	Gotham Institute
Award Amount:	\$159,000.00	Budget Period:	From: 03/01/2023 To: 02/29/2024

Award Period Start: 03/01/2023
Award Period End: 02/29/2024

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

I confirm that subcontractor actuals for this reporting period have been entered.

Subcontractor Budgets			
Co-Investigator	Institution	Status	Total Subcontractor Budget (including indirects)
Subcontractor One	Sub1 Institution	Submitted	\$50,000.00 Enter Budget
Subcontractor Two	Sub2 Institution	Submitted	\$50,000.00 Enter Budget
Subcontractor Three	Sub3 Institution	Submitted	\$50,000.00 Enter Budget



5. In the Subcontractor Budget pop-up window, select the **Award Period Year** that the **Report of Expenditures** is reporting on (the Budget Period Year). Enter in all the budget details of the Subcontractor Budget including the Indirect Costs (if applicable). Select **Save** then **Close Budget** to close the Subcontractor Budget pop-up window. Select **Save My Work** on the **Report of Expenditures** page to save the budgetary information entered in the Subcontractor Budget details.

PLEASE NOTE: The Subcontractor Budget pop-up window WILL NOT allow you to edit any budget details for the previous or future award period year(s) of the award. The Subcontractor Budget pop-up window will only allow you to edit the Subcontractor Budget details of the award period that correlates to the Report of Expenditures budget period.

The screenshot shows a web application interface with a main page on the left and a pop-up window in the center. The main page is titled "305477G223 - Report of Expenditures" and contains various fields for RFA Name, Activity Type, Status, Activity Owner, CFF Award Number, Center Number, Program Number, Award Amount, Award Period Start/End, Report of Expenditures (RFA), and Co-Investigator information. A "Save My Work" button is at the bottom left. The pop-up window is titled "Subcontractor Budget - Work - Microsoft Edge" and contains a form for budget details. The form includes fields for Principal Investigator (Bruce Wayne), Institution Name (Gotham Institute), Application Number (005477G223), and Budget Period From (03/01/2023) to To (02/29/2024). Below these are sections for Salaries & Benefits, Consultant Expenses, Travel, Consumable Supplies, Major Equipment, and Other Expenses (Indirects Allowed and Not Allowed). At the bottom of the form, there is a summary table:

Total Direct Costs:	\$45,000.00
Modified Total Direct Costs:	\$45,000.00
Indirect Costs:	\$5,000.00
Total Projected Budget:	\$50,000.00

At the bottom of the pop-up window, there are two buttons: "Save Year 1" and "Close Budget". The "Close Budget" button is highlighted with a blue arrow. The main page also has a "Continue" button at the bottom right.



- Once the Subcontractor Budget(s) have been entered in, select the **check box** next to “*I confirm that subcontractor actuals for this reporting period have been entered.*” to acknowledge that the Subcontractor Budget(s) related to the **Report of Expenditures** budget period have been reviewed.

* Activity Owner: Bruce Wayne

CFF Award Number:	WAYNE2302	Report Date:	03/07/2023
Center Number:		Principal Investigator:	Bruce Wayne
Program Number:		Institution Name:	Gocham Institute
Award Amount:	\$159,000.00	Budget Period:	From: 03/01/2023 To: 02/29/2024

Award Period Start: 03/01/2023
Award Period End: 02/29/2024

Report of Expenditures (RFA): Enter ROE

I confirm that subcontractor actuals for this reporting period have been entered.

Subcontractor Budgets			
Co-Investigator	Institution	Status	Total Subcontractor Budget (including indirects)
Subcontractor One	Sub1 Institution	Submitted	\$50,000.00

Enter Budget

- To view the Total Summary of the Subcontract Budget(s), select **Enter ROE** next to the **Report of Expenditures** field to open the **Report of Expenditures**. Under the **Subcontractor Summary** expense category, you will find your updated Subcontractor Budget(s) **Total Subcontractor Budget** amount(s) and the **Modified Total Direct Cost** of the Subcontractor Budget(s). The Subcontractor Budget(s) for the **Report of Expenditures** are now ready to submit as part of the expenditure report.

RFA Name: [Field]
Activity Type: Report of Expenditures
Status: In Progress
* Activity Owner: Bruce Wayne
Budget Year: 1

CFF Award Number: [Field]
Center Number: [Field]
Program Number: [Field]
Award Amount: [Field]

Award Period Start: 03/01/2023
Award Period End: 02/29/2024

Report of Expenditures (RFA): Enter ROE

I confirm that subcontractor actuals for this reporting period have been entered.

Co-Investigator	Institution
Subcontractor One	Sub1 Institution
Subcontractor Two	Sub2 Institution
Subcontractor Three	Sub3 Institution

Subcontractor Summary (Enter indirect costs on Subcontractor amounts if allowable - refer to CFF Policies and Guidelines.)

Co-Investigator	Institution	Status	Total Subcontractor Budget (including indirects)		
Subcontractor O	Sub1 Institution	Submitted	\$50,000.00	\$25,000.00	
Subcontractor Th	Sub2 Institution	Submitted	\$50,000.00	\$25,000.00	
Subcontractor Tl	Sub3 Institution	Submitted	\$50,000.00	\$25,000.00	
Subtotal:			\$150,000.00		

Total Direct Costs:	\$150,000.00
Maximum Amount for Period \$200,000.00	
Modified Total Direct Costs:	\$75,000.00
Indirect Costs:	\$9,000.00
<small>(If allowable: Refer to CFF Policies and Guidelines. Must be less than \$9,000.00.)</small>	
Total Expenses:	\$159,000.00
Total Amount to be Reported:	\$159,000.00
Actual Expenses and Total Amount to be Reported Variance:	\$9,000.00

Save Period 1 Close Budget