

FREQUENTLY ASKED QUESTIONS

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**CFF GRANTS & CONTRACTS MANAGEMENT
& ADMINISTRATION OFFICE (GCMA)**

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nacfc2023

CARE CENTER QUESTIONS

I have not received or cannot find my Award Letter, what do I do?

- This can be found within the Grants Management System (GMS). Follow the steps below to locate the Award Letter.
 1. Log into the Grants Management System <https://awards.cff.org/>
 2. On the home page click on the “Upcoming Deliverables” module and you will then see a deliverable named “Award Letter (Signed Assurances)”.
 3. Click on the award letter to view.

Please Note: Award letter is a deliverable associated with the award year of funding. All deliverables can be found in the “My Activities” section of the awards dashboard. The issued award letter (signed assurances) can be found under upcoming deliverables. ****Grant administrators will need to be added as a contact to the award before they can view any deliverables in the GMS.****

How is my funding amount determined?

- CF Center awards are determined using a formula that takes into consideration the size of the Center’s patient load and the amount and quality of data submitted to the CFF Patient Registry. In addition, administrative funds for the Pediatric, Adult, and Affiliate program(s), if any, are included. Awards are conditional upon a CF Center program’s agreement to comply with the regulations, policies and objectives of CFF. Awards are also contingent upon the availability of CFF funds.

How do I access my Budget?

- The estimated budget is accessible via the GMS system and can be viewed by logging into <https://awards.cff.org/>. Once logged on click on ‘My Awards’ at the top of the home page, then click on “Upcoming Deliverables”. The list of all upcoming deliverables will display. You can then click on the estimated budget in question.

What to do if the director changes or leaves?

- Communicate with the Program Officer regarding the impending departure, identify a new director and provide the GCMA office with the bio-sketch of the new proposed director, a budget revision to detail the fiscal change and a letter on institutional letter head signed by the AIO advising of the change.

When should my Award Letter be issued each year?

- Award letters are issued annually in the month of June.

What is the travel cap per year?

- For the 2023-2024 Care Center Awards, the travel cap limit is \$3,000 per person per year.

What is the carryover cap?

- The carryover cap for the 2023-2024 Care Center Awards is \$20,000.

DELIVERABLE SUBMISSION QUESTIONS

How can I tell if a deliverable (specifically carryover) has been approved or not approved?

- Deliverable status’ can be found online at awards.cff.org within the Grants Management System. Under the ‘My Activities’ section within the ‘Completed Deliverables’ tab you will see whether your report and carryover have the status ‘Reviewed and Approved’ with the carryover amount listed along the far right.

Will CF Foundation accept late deliverable submissions?

- This is considered on a case-by-case basis. If you anticipate being unable to meet the deadline for your deliverable submission, please contact your CFF grant administrator listed at the top of your award profile within the CFF Grants Management System.

GRANTS MANAGEMENT SYSTEM (GMS) ACCESS QUESTIONS

How do I access the CF Foundation's Grants Management System?

- To access the GMS, visit <https://awards.cff.org/> to login if you already have an account; or to register if you have not yet created an account. To view the "how to" guide for the GMS use the QR code listed for a direct pdf link.



I created an account within the Grants Management System, why are there no awards on my dashboard when I log-in?

- If unable to view an active award within the GMS once you login, first confirm the following actions have occurred.
 - o Assure you are registered within the GMS and are associated with your institution.
 - o Verify that you have been added to the award in question by the Principal investigator
 - o Verify that the email used for the award application matches the email utilized during your account setup.

If these items are confirmed and you still cannot view your award, send an email to the GCMA post award team at grants@cff.org for assistance.

How do I add a new contact to my award? (See QR code for visual support)

- **Please Note:** Only the Principal Investigator (PI) 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 associated with that award, **please contact the PI of the award to request access.**



First: log into <https://awards.cff.org/>.

Second: The PI should select the **Active Award** that the contact requires access to. **PLEASE NOTE:** Contacts must be added to each individual award. *For Care Center awards, contacts must be added for each fiscal year awarded.

Third: On the Award Profile Page, the PI should click on the **CONTACTS** tab to add the contact to the award.

Fourth: Under the **CONTACTS** tab, the PI 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 **PI's Institution AND that are associated with the contact role** will display. To add the contact, the PI should click on the contact that displays in the look-up field. **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 registering, one must register under the institution, NOT as an individual in order to be associated with the respective institution.

Fifth: When the contact is selected, the PI 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.

What if an administrative support person has changed at my institution, how do I change them in the system?

- This change cannot be updated in the system without assistance from a GCMA staff member. Contact your CFF post award administrator directly for assistance to make this change. To determine your designated post-award contact, visit the main page of your award within the GMS or, you can email the GCMA post award team at grants@cff.org to assist.

How do I give a non-PI access to enter a Renewal Budget or Report of Expenditure? (See QR code for visual support)

- The **Renewal Progress Report Budget** and the **Report of Expenditures** details 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

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

4. 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.

Why am I unable to enter my prior year Report of Expenditures?

- If while trying to enter in the previous year’s report of expenditures you do not see the report or the actual button to enter the report, it is because the Principal Investigator needs to add the person entering the budget into the budget access section. Please see “How to Grant Budget Access” guide for further information.

GENERAL QUESTIONS

What do I do if I have not received a payment?

- **First:** Log into <https://awards.cff.org/> and go to your dashboard on the GMS under “My Awards”
Second: Check the “My Payments and CFF Required Refunds” section to confirm whether there are still ‘contingent’ payments due. If so, check the “Upcoming Deliverables” section to see what deliverables are pending.
Third: If there are any deliverables that still need to be submitted to schedule the subsequent contingent payments. Submit them for review and approval
Fourth: If all deliverables have been fulfilled and submitted, then contact your award portfolio team member directly for assistance. If you do not know who that specific team member is, you can email the GCMA post award team at grants@cff.org to assist.

Where do I find my institutions Terms and Conditions?

- **First:** Log into <https://awards.cff.org/> and go to your homepage
Second: On the homepage under “My Awards” click the active awards tab. Once the awards are listed you can click on the award you want to view.
Third: On the homepage of the award under the ‘General’ tab you will note the Terms and Conditions for the institution will be available via pdf when you scroll down into the ‘Institutional details’ section.

What do I do if I do not receive the link from adobe sign?

- If you do not receive the link from adobe sign directly to your inbox it is possible that the email went to your junk mailbox, and you will want to check that first. If you still do not see the adobe sign email, you will want to contact your award portfolio team member directly for assistance to reset the deliverable in order for you to resubmit to regenerate the adobe sign feature. If you do not know who that specific team member is, you can email the GCMA post award team at grants@cff.org to assist.

Where can I find CF Foundation Funding Opportunities?

- CF Foundation funding opportunities can be found at the following website [Academic Funding Opportunities | Cystic Fibrosis Foundation \(cff.org\)](#),

How should I allocate my budget?

- To allocate the budget, the Principal Investigator or Director will want to review the annual award letter as well as access the estimated budget within the GMS to review what has been provided. Once this is reviewed the Principal Investigator or Director can edit and re-allocate the budget fields as needed. Please note that all allocations should be in line with the specific terms of the RFA or Care Center details the award is under.

What is the travel budget for 2023-2024?

- The travel budget for each award is dependent on the RFA and award guidelines. Refer to your RFA and/or award documents to find your travel budget. If unable to locate, contact your CFF post award administrator directly for assistance. To determine your designated post-award contact, visit the main page of your award within the GMS or, you can email the GCMA post award team at grants@cff.org to assist.

