

How to Use Multi-Factor Authentication (MFA) for the Grants Management System

Step 1: Access the Login Page

1. Open your web browser and go to awards.cff.org.
2. On the login page, enter your registered email address and password.
3. After entering your email and password, click on the "Log In" button.



Login

Email
test@email.com

Password

Login

Forgot Password?

New to the System?

Register

Access & Confidentiality Agreement
I understand that the electronic data and information stored in the Grant Management System ("GMS") may be private or confidential. I will be accountable for all representations made at log in and for all work done under my login. I agree that I will be the only one to use my login ID, I will not share or disclose my password(s) with anyone, and I will not use the login ID or password(s) of another individual to access the GMS. I agree to secure applications, safeguard systems and equipment, and lock my workstation or device to prevent unauthorized use. By logging on to the GMS I agree to abide by these standards.

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](#).

Resources and Other Information

The CF Foundation Funding Opportunities Newsletter is intended to provide researchers with the latest information about funding opportunities and research news from the Cystic Fibrosis Foundation. To sign up to receive the CF Foundation Funding Opportunities Newsletter: [Sign Up Here](#).

Need help navigating the system? The CF Foundation Grants Management System (GMS) How To User Guides provide step-by-step guidance to assist you. Please visit the comprehensive GMS How To Guides website here: [GMS Guides](#).

Step 2: Receive the MFA Verification Code

1. You will be redirected to the MFA verification screen, which informs you that a verification code has been sent to your email address.
2. Open your email inbox and look for an email from **donotreply@smartsimple.com** containing your verification code.
 - o If you do not see the email, check your spam/junk folder.
 - o To ensure you receive future emails, add **donotreply@smartsimple.com** to your safe senders list.

Step 3: Enter the Verification Code

1. Return to the MFA verification screen.
2. Enter the verification code you received in your email into the provided field.
3. Click on the "Verify" button to complete the MFA process.

Step 4: Optional Settings

1. If you wish to avoid repeated MFA prompts on your current device, select the "Remember This Device" option before clicking "Verify."
2. If you did not receive the verification email, click on the "Resend Email" button to have a new code sent to your email address.

Multi-Factor Authentication

✓ Verification code sent by email to n*****@outlook.com. If you do not see the email, check your junk/spam folder.

[Resend Code by Email](#)

Verification Code:

Enter Verification Code Here

Remember this device

Step 5: Successful Login

1. Once the verification code is accepted, you will be logged into the Grants Management System and redirected to your dashboard.

Troubleshooting Tips

- **No Verification Email Received:**
 - Check your spam/junk folder.
 - Ensure **donotreply@smartsimple.com** is added to your safe senders list.
 - Use the "Resend Email" option on the MFA screen.
 - If the issue persists, request a password reset to see if you receive the email notification for resetting your password.
- **Shared Email Address:** Avoid using shared or generic email addresses as it can cause issues with receiving MFA notifications and managing multiple user logins.

Contact Support If you encounter any issues or need further assistance, please contact the MFA Support Team at MFA-Grants@cff.org