



CF Foundation Grants Management System (GMS)

How to Submit a Letter of Intent (LOI) Application or Full Application

Table of Contents

1. [How to Submit a Letter of Intent \(LOI\) Application - New Attestation Process](#)

2. [How to Submit a Full Application - New Attestation Process \(For Domestic and International Institutions\)](#)
 - a. [Revising the Authorized Institution Official \(AIO\) Contact \(If incorrect AIO was assigned\)](#)

 - b. [Alternative Manual Submission Process \(If AIO Contact cannot access the GMS\)](#)

3. [How to Submit a Full Application - New Attestation Process \(For Individuals\)](#)



How to Submit a Letter of Intent (LOI) Application - New Attestation Process

1. Accessing your Draft Application

- Navigate to "My Applications" → "Draft Applications" to locate your initiated Letter of Intent (LOI) Application
- Select the application in "Draft-LOI" status to begin completing your LOI application submission.
 - **Please Note:** LOI Applications requiring revisions will also appear in this section in "Revisions Requested-LOI" status and will follow the same submission process.

The screenshot shows the user interface of the Cystic Fibrosis Foundation portal. The top navigation bar includes links for My Awards, My Contracts (TDA), My Applications, Funding Opportunities, External Requests, User Guide, Institution Profile, and Privacy & Security. The 'My Applications' link is highlighted with a red circle and an arrow pointing to the 'My Applications' section header. Below this header, there are five application status cards: Draft Applications (1), Pending Authorized Institutional Official Acceptance (0), Submitted Applications (0), Administratively Withdrawn Applications (0), and Withdrawn Applications (0). The 'Draft Applications' card is highlighted with a red box and an arrow. Below the cards, the 'My Applications' link is again highlighted with a red circle. The bottom section shows the 'Draft Applications' table with one application listed.

RFA Name	Institution Name	Applicant	Application Name	Status	LOI Application Deadline (If Applicable)	Full Application Deadline
2025 LOI Application Submission	OFF Hospital Foundation	Bruce Wayne	008639A125 - Wayne	Draft - LOI	10/31/2025 05:00 PM	02/28/2029 05:00 PM



2.GCMA Support Contact

- Your assigned Grants and Contracts Management & Administration (GCMA) Pre-Award Administrator is listed in the contact block.
- This individual is your primary contact for all technical and administrative questions throughout the application process.

008639A125 - Wayne

Status: Draft - LOI

Institution: CFF Hospital Foundation

LOI Deadline: 10/31/2025 05:00 PM

* Principal Investigator: Bruce Wayne

RFA Name: 2025 LOI Application Submission

RFA Guidelines: [Guidelines](#)

LOI Application Full Print:

Here you will find the GCMA Pre-Award Administrator that facilitates this application. The listed GCMA Pre-Award Administrator is the primary contact for technical and administrative support.

Instructions for submitting the application to the CF Foundation are available [here](#).

GCMA Pre-Award Administrator		
Name	Title	Email
Bruce Wayne	GCMA Pre-Award Administrator	bwayne@cff.org

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE BUDGET LOI UPLOADS **LOI ASSURANCE STATEMENT**

3.Completing You LOI Application

- Navigate through each tab of the LOI application, ensuring all required fields are completed.
- After entering information in each tab, select "Save" to preserve your work.

008639A125 - Wayne

Status: Draft - LOI

Institution: CFF Hospital Foundation

LOI Deadline: 10/31/2025 05:00 PM

Principal Investigator: Bruce Wayne

RFA Name: 2025 LOI Application Submission

RFA Guidelines: [Guidelines](#)

LOI Application Full Print: [Print](#)

Here you will find the GCMA Pre-Award Administrator that facilitates this application. The listed GCMA Pre-Award Administrator is the primary contact for technical and administrative support.

Instructions for submitting the application to the CF Foundation are available [here](#).

GCMA Pre-Award Administrator		
Name	Title	Email
Bruce Wayne	GCMA Pre-Award Administrator	bwayne@cff.org

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE BUDGET LOI UPLOADS **LOI ASSURANCE STATEMENT**

* Please enter in your initials to attest (LOI Applicant):

LOI APPLICANT ASSURANCE: I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I accept responsibility for the scientific conduct of the project and will provide the required progress reports if a grant is awarded as a result of this application.

< BACK

[Save](#) → Submit LOI to CFF [Delete](#)

4. LOI Applicant Attestation and Submission

- Once all sections are complete, navigate to the "LOI ASSURANCE STATEMENT" tab.
- Enter your initials in the designated field to attest to the LOI application contents.
- During the LOI stage of an application, the Authorized Institution Official is **not** required to attest.
- After attestation, the applicant must select "Submit LOI to CFF" to finalize the submission.



- This changes the status from "Draft-LOI" to "Submitted-LOI."
 - **Please Note:** If permitted by the RFA Guidelines, a Mentor may complete this step on behalf of the applicant.

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE BUDGET LOI UPLOADS **LOI ASSURANCE STATEMENT**

* Please enter in your initials to attest (LOI Applicant):

LOI APPLICANT ASSURANCE: I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I accept responsibility for the scientific conduct of the project and will provide the required progress reports if a grant is awarded as a result of this application.

BW

< BACK

Save → Submit LOI to CFF Delete

Here you will find the GCMA Pre-Award Administrator that facilitates this application. The listed GCMA Pre-Award Administrator is the primary contact for technical and administrative support.

Instructions for submitting the application to the CF Foundation are available [here](#).

GCMA Pre-Award Administrator	
Name	Title
Bruce Wayne	GCMA Pre-Award Administrator

Email: bwayne@cff.org

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE

* Please enter in your initials to attest (LOI Applicant):

LOI APPLICANT ASSURANCE: I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I accept responsibility for the scientific conduct of the project and will provide the required progress reports if a grant is awarded as a result of this application.

BW

< BACK

Save → Submit LOI to CFF Delete

Alert

Are you sure you want to submit the LOI Application for CF Foundation review?

YES NO



How to Submit a Full Application - New Attestation Process For Domestic and International Institutions

1. Accessing your Draft Application

- Navigate to "My Applications" → "Draft Applications" to locate your initiated Full Application
- Select the application in "Draft" status to begin completing your submission.
 - **Please Note:** Applications requiring revisions will also appear in "Revisions Requested" status and will follow the same submission process.

This screenshot shows the "My Awards" section of the user interface. At the top, a navigation bar includes "My Awards", "My Contracts (TDA)", "My Applications" (highlighted with a red circle and an arrow), "Funding Opportunities", "External Requests", "User Guide", "Institution Profile", and "Privacy & Security". Below the navigation bar, the "My Awards" section is displayed with a blue header and a plus sign. It contains two white boxes: "Active Awards" with a count of 0 and "Past Awards" with a count of 0.

This screenshot shows the "My Applications" section of the user interface. At the top, a navigation bar includes "My Awards", "My Contracts (TDA)", "My Applications" (highlighted with a red circle and an arrow), "Funding Opportunities", "External Requests", "User Guide", "Institution Profile", and "Privacy & Security". Below the navigation bar, the "My Applications" section is displayed with a blue header and a plus sign. It contains five white boxes: "Draft Applications" with a count of 1 (highlighted with a red box and an arrow), "Pending Authorized Institutional Official Acceptance" with a count of 0, "Submitted Applications" with a count of 0, "Administratively Withdrawn Applications" with a count of 0, and "Withdrawn Applications" with a count of 0.



RFA Name	Institution Name	Applicant	Application Name	Status	LOI Application Deadline (If Applicable)	Full Application Deadline
Full Application Submission Process	CFF Hospital Foundation	Bruce Wayne	009266G225 - Wayne Full Application Submission Process	Draft		05/15/2025 05:00 PM

2. GCMA Support Contact

- Your assigned Grants and Contracts Management & Administration (GCMA) Pre-Award Administrator is listed in the contact block.
- This individual is your primary contact for all technical and administrative questions throughout the application process.

009266G225 - Wayne

Status: Draft * Principal Investigator: Bruce Wayne

Institution: CFF Hospital Foundation RFA Name: Full Application Submission Process

* Full Application Deadline: 05/15/2025 05:00 PM RFA Guidelines: [Guidelines](#)

Application Full Print: [Print](#)

LOI Application Full Print:

GCMA Pre-Award Administrator

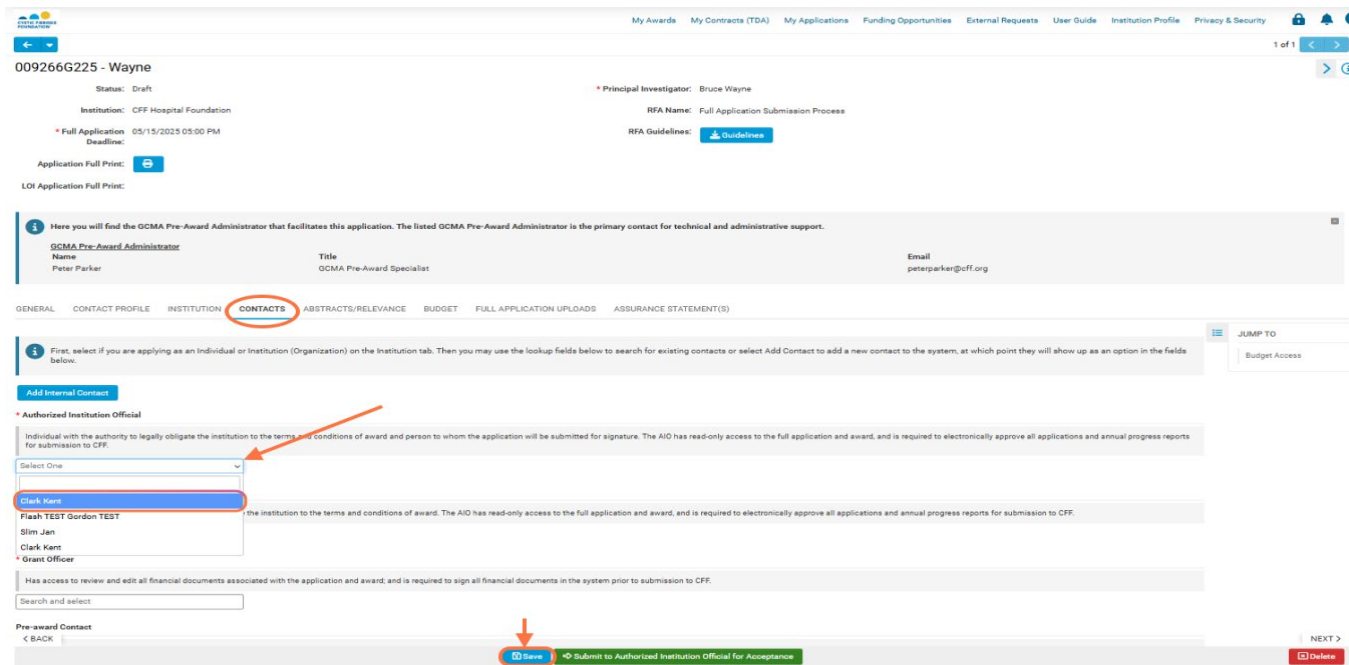
Name	Title	Email
Peter Parker	GCMA Pre-Award Specialist	peterparker@cff.org

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE BUDGET FULL APPLICATION UPLOADS ASSURANCE STATEMENT(S)



3. Completing You Application

- Navigate through each tab of the application, ensuring all required fields are completed.
- After entering information in each tab, select "Save" to preserve your work.
- To ensure proper routing, **add your Authorized Institution Official under the "CONTACTS" tab and save the changes.**
 - **Important Note About AIO Contacts:**
 - If you add multiple Authorized Institution Officials under both the **"Authorized Institution Official"** and **"Additional Authorized Institution Official"** contact fields, all listed officials will receive a notification to review the application
 - Any of the assigned Authorized Institution Officials can provide attestation when the application is in "Pending Authorized Institution Official Acceptance" status
 - Only one official needs to complete the attestation process for submission





4. Applicant Attestation

- Once all sections are complete, navigate to the "ASSURANCE STATEMENT(S)" tab.
- Enter your initials in the designated field to attest to the application contents.
 - **Please Note:** If permitted by the RFA Guidelines, a Mentor may complete this step on behalf of the applicant.

009266G225 - Wayne

Status: Draft

Institution: CFF Hospital Foundation

* Full Application Deadline: 05/15/2025 05:00 PM

Application Full Print: [Print](#)

LOI Application Full Print: [Print](#)

* Principal Investigator: Bruce Wayne

RFA Name: Full Application Submission Process

RFA Guidelines: [Guidelines](#)

Here you will find the GCMA Pre-Award Administrator that facilitates this application. The listed GCMA Pre-Award Administrator is the primary contact for technical and administrative support.

GCMA Pre-Award Administrator Name	Title	Email
Peter Parker	GCMA Pre-Award Specialist	peterparker@cff.org

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE BUDGET FULL APPLICATION UPLOADS **ASSURANCE STATEMENT(S)**

* Please enter in your initials to attest (Applicant):

APPLICANT ASSURANCE: I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I accept responsibility for the scientific conduct of the project and will provide the required progress reports if a grant is awarded as a result of this application.

BW

< BACK

Save Submit to Authorized Institution Official for Acceptance Delete

5. Submission to Authorized Institution Official

- Select "Submit to Authorized Institution Official for Acceptance"
- This action changes the application status from "Draft" to "Pending Authorized Institution Official Acceptance."



- An automated notification will be sent to the Authorized Institution Official, copying the Applicant, Grants Officer, Mentor, and Pre-Award Contact to notify the contacts that the application is now pending the Authorized Institution Official's acceptance.

009266G225 - Wayne

Status: Draft

Institution: CFF Hospital Foundation

* Full Application Deadline: 05/15/2025 05:00 PM

Application Full Print:

LOI Application Full Print:

* Principal Investigator: Bruce Wayne

RFA Name: Full Application Submission Process

RFA Guidelines: [Guidelines](#)

Here you will find the GCMA Pre-Award Administrator that facilitates this application. The listed GCMA Pre-Award Administrator is the primary contact for technical and administrative support.

GCMA Pre-Award Administrator	Title	Email
Name Peter Parker	GCMA Pre-Award Specialist	peterparker@cff.org

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE BUDGET FULL APPLICATION UPLOADS **ASSURANCE STATEMENT(S)**

* Please enter in your initials to attest (Applicant):

APPLICANT ASSURANCE: I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I accept responsibility for the scientific conduct of the project and will provide the required progress reports if a grant is awarded as a result of this application.

BV

< BACK

Save Submit to Authorized Institution Official for Acceptance Delete

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE BUDGET

* Please enter in your initials to attest (Applicant):

APPLICANT ASSURANCE: I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I accept responsibility for the scientific conduct of the project and will provide the required progress reports if a grant is awarded as a result of this application.

BV

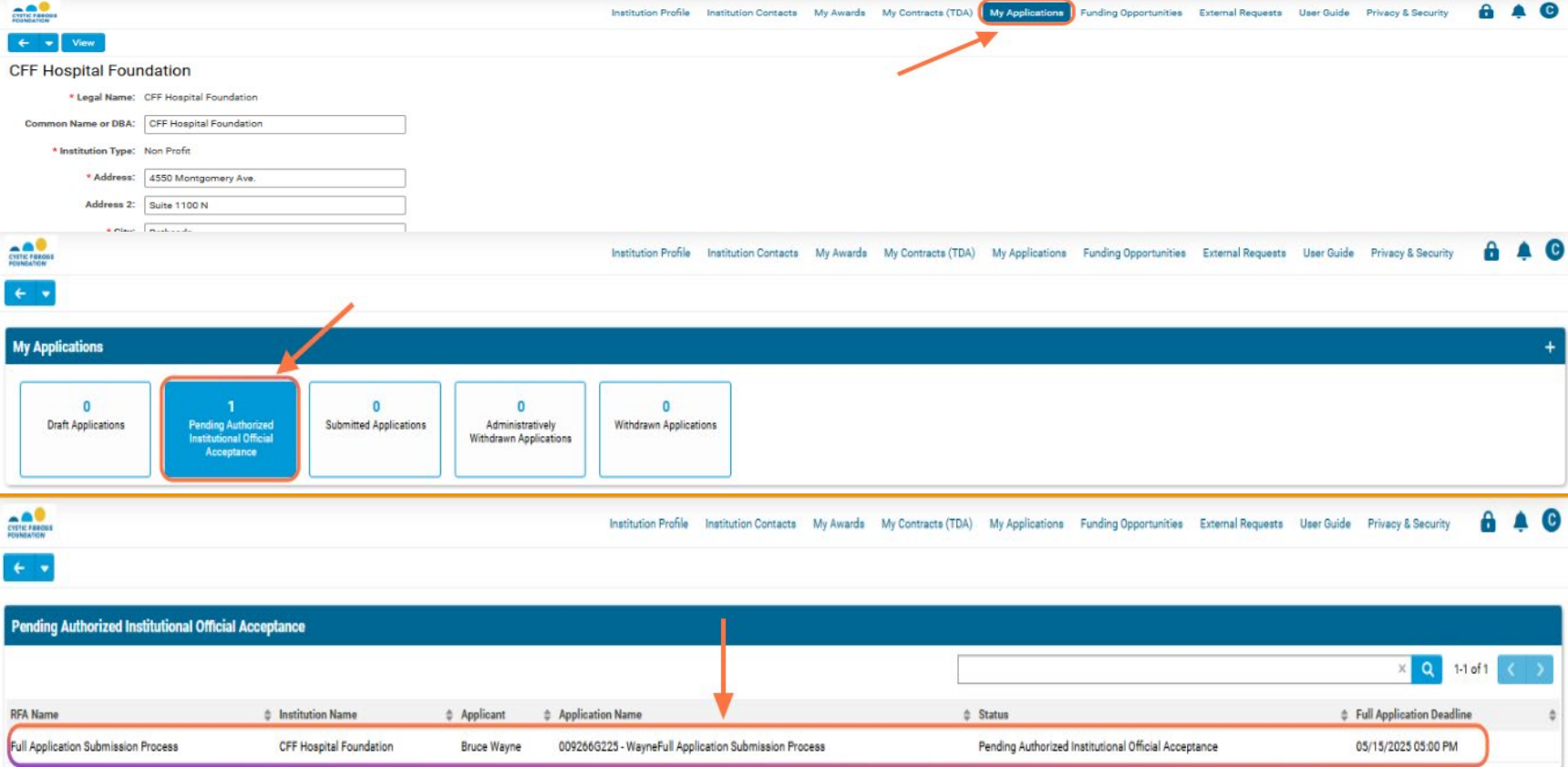
Alert

Are you sure you want to submit this application to your Authorized Institution Official for acceptance? This will move the application status to 'Pending Authorized Institution Official Acceptance' which requires the Authorized Institution Official assigned to the application record to log into the Grants Management System and attest to submit the application to the CF Foundation.

YES NO

6. Authorized Institution Official Review

- The Authorized Institution Official must log into the Grants Management System to review the application.
- They can access the application under "My Applications" → "Pending Authorized Institution Official Acceptance."
- The official may review the application by navigating through each tab or by viewing the "**Application Full Print PDF.**"



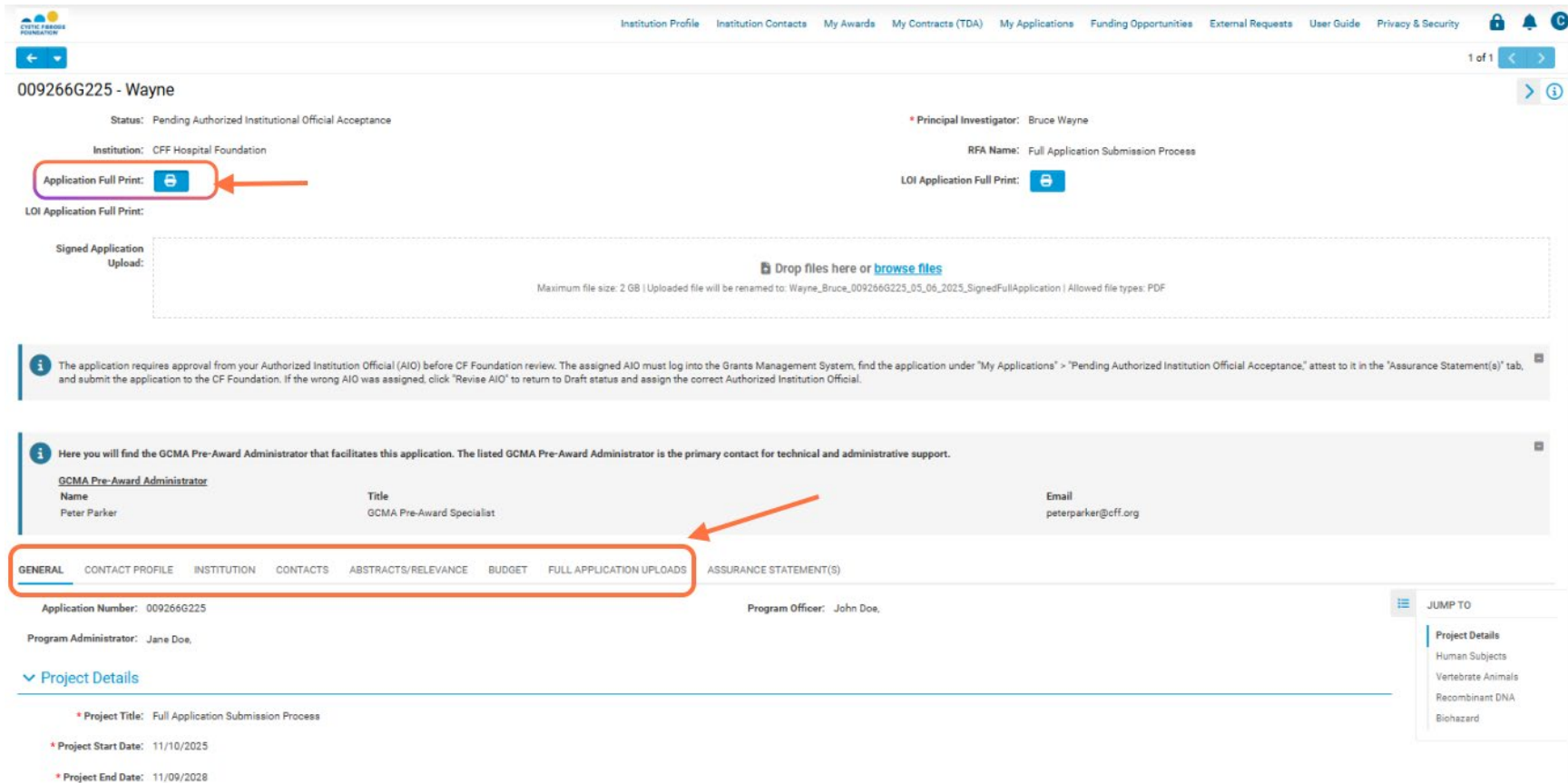
The screenshot shows the Grants Management System interface for CFF Hospital Foundation. The top navigation bar includes links for Institution Profile, Institution Contacts, My Awards, My Contracts (TDA), My Applications, Funding Opportunities, External Requests, User Guide, and Privacy & Security. The 'My Applications' tab is highlighted with a red box and an arrow.

Below the navigation bar, the 'My Applications' section is displayed with a blue header. It contains five cards representing different application statuses:

- Draft Applications: 0
- Pending Authorized Institutional Official Acceptance: 1 (highlighted with a red box and arrow)
- Submitted Applications: 0
- Administratively Withdrawn Applications: 0
- Withdrawn Applications: 0

Below the 'My Applications' section, a table titled 'Pending Authorized Institutional Official Acceptance' is shown. The table has columns for RFA Name, Institution Name, Applicant, Application Name, Status, and Full Application Deadline. A red box highlights the first row of the table, and a red arrow points to the 'Application Name' column.


RFA Name	Institution Name	Applicant	Application Name	Status	Full Application Deadline
Full Application Submission Process	CFF Hospital Foundation	Bruce Wayne	009266G225 - Wayne Full Application Submission Process	Pending Authorized Institutional Official Acceptance	05/15/2025 05:00 PM




009266G225 - Wayne

Status: Pending Authorized Institutional Official Acceptance


Institution: CFF Hospital Foundation

Application Full Print: 

LOI Application Full Print: 

* Principal Investigator: Bruce Wayne

RFA Name: Full Application Submission Process

Signed Application Upload: 

Maximum file size: 2 GB | Uploaded file will be renamed to: Wayne_Bruce_009266G225_05_06_2025_SignedFullApplication | Allowed file types: PDF

The application requires approval from your Authorized Institution Official (AIO) before CF Foundation review. The assigned AIO must log into the Grants Management System, find the application under "My Applications" > "Pending Authorized Institution Official Acceptance," attest to it in the "Assurance Statement(s)" tab, and submit the application to the CF Foundation. If the wrong AIO was assigned, click "Revise AIO" to return to Draft status and assign the correct Authorized Institution Official.

Here you will find the GCMA Pre-Award Administrator that facilitates this application. The listed GCMA Pre-Award Administrator is the primary contact for technical and administrative support.

GCMA Pre-Award Administrator Name	Title	Email
Peter Parker	GCMA Pre-Award Specialist	peterparker@cff.org

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE BUDGET FULL APPLICATION UPLOADS ASSURANCE STATEMENT(S)

Application Number: 009266G225 Program Officer: John Doe

Program Administrator: Jane Doe

Project Details

- * Project Title: Full Application Submission Process
- * Project Start Date: 11/10/2025
- * Project End Date: 11/09/2028

JUMP TO

- Project Details
- Human Subjects
- Vertebrate Animals
- Recombinant DNA
- Biohazard

7. Correcting Authorized Institution Official Assignment (If needed)

- If the incorrect Authorized Institution Official was assigned, select the "Revise AIO" button.
- This returns the application to "Draft" status.



An automated notification will be sent to the Applicant, copying the Grants Officer, Mentor, and Pre-Award Contact to notify the contacts that the application has been sent back to Draft status to update the Authorized Institution Official to the correct contact assignment.

- The applicant must log in, update the Authorized Institution Official contact information, and resubmit.

APPLICANT ASSURANCE: I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

CK

< BACK

Save Submit to CFF Revise AIO

8. Final Submission to CF Foundation

- The Authorized Institution Official must navigate to the "ASSURANCE STATEMENT(S)" tab.
- They must enter their initials in the designated field to provide institutional attestation.
- After attestation, the AIO must select "Submit to CFF" to finalize the submission.
- This changes the status from "Pending Authorized Institution Official Acceptance" to "Submitted."

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE BUDGET FULL APPLICATION UPLOADS ASSURANCE STATEMENT(S)

Please enter in your initials to attest (Applicant):

APPLICANT ASSURANCE: I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I accept responsibility for the scientific conduct of the project and will provide the required progress reports if a grant is awarded as a result of this application.

BW

* Please enter in your initials to attest (AIO):

AUTHORIZED INSTITUTIONAL OFFICIAL (AIO) ASSURANCE: I certify that the statements herein are true, complete, and accurate to the best of my knowledge, and agree to comply with CF Foundation's terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

CK

< BACK

Save Submit to CFF Revise AIO



Alternative Manual Submission Process

If your Authorized Institution Official is unable to attest within the Grants Management System, in **"Pending Authorized Institution Official Acceptance"** status you may:

- Download the **"Application Full Print PDF"**
- Obtain a manual attestation from the Authorized Institution Official on this document.
- Upload the signed PDF to the **"Signed Application Upload"** field while the application is in **"Pending Authorized Institution Official Acceptance"** status.
- This uploaded document will serve as the final signed copy of the full application.
- The system will **automatically change the application status from "Pending Authorized Institution Official Acceptance" to "Submitted"** without requiring electronic attestation from the Authorized Institution Official





9. Application Submission Confirmation

- A confirmation notification will be sent to all relevant parties, including a fully signed copy of the application.
- The submitted application can be viewed under "My Applications" → "Submitted Applications."
- The fully signed copy is available in the **"Full Application and Signed Application Upload"** fields.
- No further action is required until you receive notification from CF Foundation Grants and Contract Management & Administration regarding your application review.

For additional assistance, please contact your assigned GCMA Pre-Award Administrator listed on the Application Record.

The screenshot displays the Cystic Fibrosis Foundation's application submission confirmation interface. At the top, the navigation menu includes 'My Applications', which is circled in red. Below this, a dashboard titled 'My Applications' shows five categories: Draft Applications (0), Pending Authorized Institutional Official Acceptance (0), Submitted Applications (1, circled in red), Administratively Withdrawn Applications (0), and Withdrawn Applications (0). The main content area shows details for application '009266G225 - Wayne', with a status of 'Submitted' circled in red. The application details include the Principal Investigator (Bruce Wayne), Institution (CFF Hospital Foundation), and RFA Name (Full Application Submission Process). Two sections are highlighted with orange boxes: 'Full Application' and 'Signed Application Upload'. Each section contains a file named 'Wayne_Bruce_009266G225_05_06_2025_FullApplication.pdf' and 'Wayne_Bruce_009266G225_05_06_2025_SignedFullApplication.pdf' respectively, both with a size of 2.5 MB and a date of 05/06/2025 11:55 AM.



How to Submit a Full Application – New Attestation Process For Individuals

1. Accessing your Draft Application

- Navigate to "My Applications" → "Draft Applications" to locate your initiated Full Application
- Select the application in "Draft" status to begin completing your submission.
 - **Please Note:** Applications requiring revisions will also appear in this section in "Revisions Requested" status and will follow the same submission process.

The image shows two screenshots of the Cystic Fibrosis Foundation's user interface. The top screenshot shows the main navigation menu with "My Applications" highlighted by a red box and an arrow pointing to it. Below the navigation, there are sections for "My Awards" (0 Active Awards, 0 Past Awards) and "My Activities" (0 Upcoming Deliverables, 0 Submitted Deliverables, 0 Completed Deliverables). The bottom screenshot shows the "My Applications" section, where "Draft Applications" is highlighted by a red box and an arrow pointing to it. The "My Applications" section displays five categories: Draft Applications (1), Pending Authorized Institutional Official Acceptance (0), Submitted Applications (0), Administratively Withdrawn Applications (0), and Withdrawn Applications (0).



RFA Name	Institution Name	Applicant	Application Name	Status	LOI Application Deadline (If Applicable)	Full Application Deadline
Full Application Submission Process	CFF Hospital Foundation	Bruce Wayne	009266G225 - WayneFull Application Submission Process	Draft		05/15/2025 05:00 PM

2. GCMA Support Contact

- Your assigned Grants and Contracts Management & Administration (GCMA) Pre-Award Administrator is listed in the contact block.
- This individual is your primary contact for all technical and administrative questions throughout the application process.

009266G225 - Wayne

Status: Draft * Principal Investigator: Bruce Wayne

Institution: CFF Hospital Foundation RFA Name: Full Application Submission Process

* Full Application Deadline: 05/15/2025 05:00 PM RFA Guidelines: [Guidelines](#)

Application Full Print:

LOI Application Full Print:

GCMA Pre-Award Administrator

Name	Title	Email
Peter Parker	GCMA Pre-Award Specialist	peterparker@cff.org

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE BUDGET FULL APPLICATION UPLOADS ASSURANCE STATEMENT(S)



3. Completing You Application

- Navigate through each tab of the application, ensuring all required fields are completed.
- After entering information in each tab, select "Save" to preserve your work.

Status: Draft
Institution: Individuals
* Full Application Deadline: 05/19/2025 05:00 PM
Application Full Print:

* Principal Investigator:
RFA Name:
RFA Guidelines: [Guidelines](#)

LOI Application Full Print:

GCMA Pre-Award Administrator

Name	Title	Email
Erik Warnke	GCMA Specialist	ewarnke@cff.org

GENERAL CONTACT PROFILE INSTITUTION CONTACTS BUDGET FULL APPLICATION UPLOADS **ASSURANCE STATEMENT(S)**

* Please enter in your initials to attest (Applicant):

APPLICANT ASSURANCE: I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I accept responsibility for the scientific conduct of the project and will provide the required progress reports if a grant is awarded as a result of this application.

< BACK | **Save** → Submit to CFF | Delete

4. Applicant Attestation and Submission

- Once all sections are complete, navigate to the "ASSURANCE STATEMENT(S)" tab.
- Enter your initials in the designated field to attest to the application contents.
- As an Individual, the Authorized Institution Official is not required to attest to the application.
- After attestation, the applicant must select "Submit to CFF" to finalize the submission.
- This changes the status from "Draft" to "Submitted."

- **Please Note:** If permitted by the RFA Guidelines, a Mentor may complete this step on behalf of the applicant.



GENERAL CONTACT PROFILE INSTITUTION CONTACTS BUDGET FULL APPLICATION UPLOADS ASSURANCE STATEMENT(S)

* Please enter in your initials to attest (Applicant):

APPLICANT ASSURANCE: I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I accept responsibility for the scientific conduct of the project and will provide the required progress reports if a grant is awarded as a result of this application.

BW

< BACK

Save

Submit to CFF

Delete

Here you will find the GCMA Pre-Award Administrator that facilitates this application. The listed GCMA

GCMA Pre-Award Administrator

Name

Peter Parker

Title

GCMA Pre-Award Specialist

Alert

Are you sure you want to submit the application to the CF Foundation?

YES

NO

Email

peterparker@cff.org

GENERAL CONTACT PROFILE INSTITUTION CONTACTS ABSTRACTS/RELEVANCE BUDGET FULL APPLICATION UPLOADS ASSURANCE STATEMENT(S)

5. Application Submission Confirmation

- A confirmation notification will be sent to all relevant parties, including a fully signed copy of the application.
- The submitted application can be viewed under "My Applications" → "Submitted Application."
- The fully signed copy is available in the "Full Application and Signed Application Upload" fields.
- No further action is required until you receive notification from CF Foundation Grants and Contract Management & Administration regarding your application review.



For additional assistance, please contact your assigned GCMA Pre-Award Administrator listed on the Application Record.

The screenshot displays the Cystic Fibrosis Foundation application portal. The top navigation bar includes links for Institution Profile, Institution Contacts, My Awards, My Contracts (TDA), My Applications (highlighted with a red circle), Funding Opportunities, External Requests, User Guide, and Privacy & Security. Below the navigation bar, a 'My Applications' section shows a summary of application statuses: Draft Applications (0), Pending Authorized Institutional Official Acceptance (0), Submitted Applications (1, highlighted with a red box), Administratively Withdrawn Applications (0), and Withdrawn Applications (0). An orange arrow points from the 'Submitted Applications' box to the 'My Applications' link in the navigation bar.

The second screenshot shows the details for application 009266G225 - Wayne. The status is 'Submitted' (highlighted with a red circle). The Principal Investigator is Bruce Wayne. The Institution is CFF Hospital Foundation, and the RFA Name is Full Application Submission Process. There are two file upload sections, both highlighted with a red box:

- Full Application:** Contains one file: Wayne_Bruce_009266G225_05_06_2025_FullApplication.pdf (2.5 MB, 05/06/2025 11:55 AM).
- Signed Application Upload:** Contains one file: Wayne_Bruce_009266G225_05_06_2025_SignedFullApplication.pdf (2.5 MB, 05/06/2025 11:55 AM).